Macintosh™ 512K *enhanced*







Chapter 1

Learning Macintosh

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Introduction

You're about to learn a new way to use a computer. If this is your first experience with a computer, you're starting at a great time. If you've used "traditional" computers, you'll really appreciate the Macintosh difference. No more guessing what the computer wants. No more memorizing long commands with names only a programmer could love. With Macintosh, you're in charge.

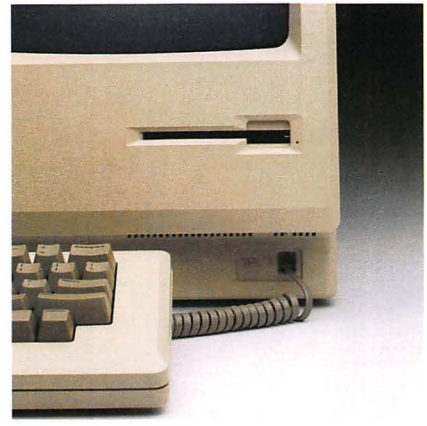
Macintosh removes a lot of the mystery about using computers. Every action you take has an effect you can see—so you're always in control of what happens. And you don't have to keep tedious details in your head, because Macintosh keeps track of them for you. You're free to think about what you want to do rather than how to get your computer to do it.

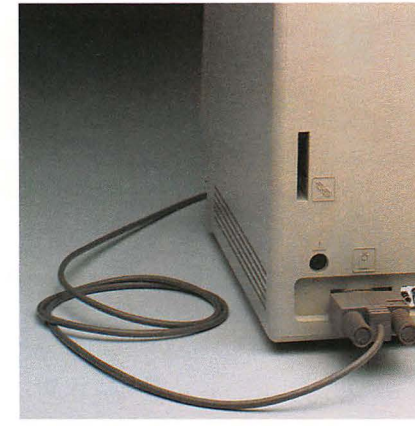
This chapter teaches what you need to know to use your Macintosh 512K enhanced—how to create **documents** (the name for anything you create with Macintosh), make changes to them, and put them away. It all happens with a few basic techniques, the same Macintosh techniques you'll use whenever you work with any application on your Macintosh 512K enhanced.



Meet Your Macintosh 512K enhanced

Before you start, make sure you attach the power cord to the **main unit** of your Macintosh 512K enhanced, and plug the other end into a grounded outlet. Then attach the **keyboard** and **mouse** to the main unit.

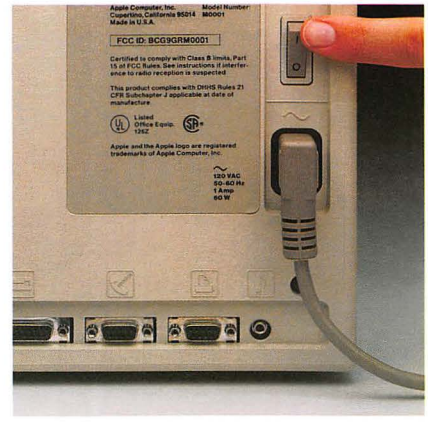


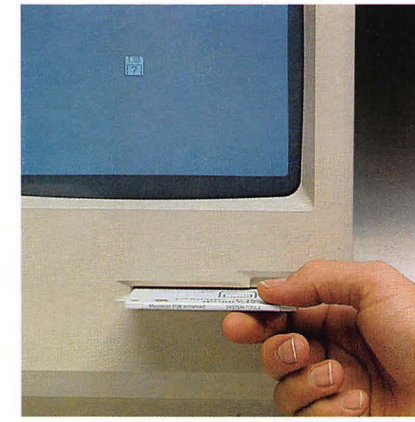


■ **Switch the Macintosh 512K enhanced on if it's not already on.**

A beep lets you know it's started, and a yellow plastic piece pops out of the **disk drive**. The Macintosh 512K enhanced lets you know this isn't a Macintosh disk. But don't discard the plastic piece; inserting it in the disk drive prevents damage during shipping if you ever need to transport your Macintosh 512K enhanced a great distance.

An **icon** (a small picture) representing a Macintosh disk appears on the screen. The blinking question mark shows that the Macintosh 512K enhanced is ready for you to insert a disk.





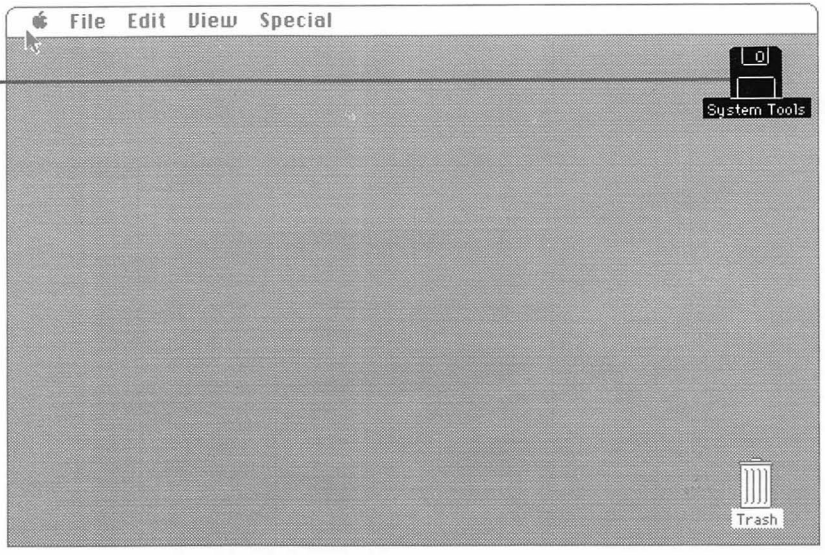
■ **Insert the disk labeled *Macintosh 512K enhanced System Tools* into the disk drive, metal end first, label side up.**

When the disk is most of the way into the disk drive, the Macintosh 512K enhanced automatically pulls it in, and the disk "kerchunks" into place. The soft hum is your Macintosh 512K enhanced getting information from the disk. A message appears, welcoming you to Macintosh.

■ **Adjust the brightness control to the level you want.**



A few seconds later, your screen looks like this:



Icon

This is the Macintosh **desktop**. Most computer screens look like the departing flight schedule at a busy airport, but the Macintosh 512K enhanced screen looks like a light gray desktop. And you can arrange your desktop any way you want. You can slide documents around, organize your work in folders, throw things away, or get what you want to work on next—just by moving the mouse and pressing the mouse button.

You use a special application called the **Finder** to work on the desktop. You'll learn more about the Finder later in this chapter.

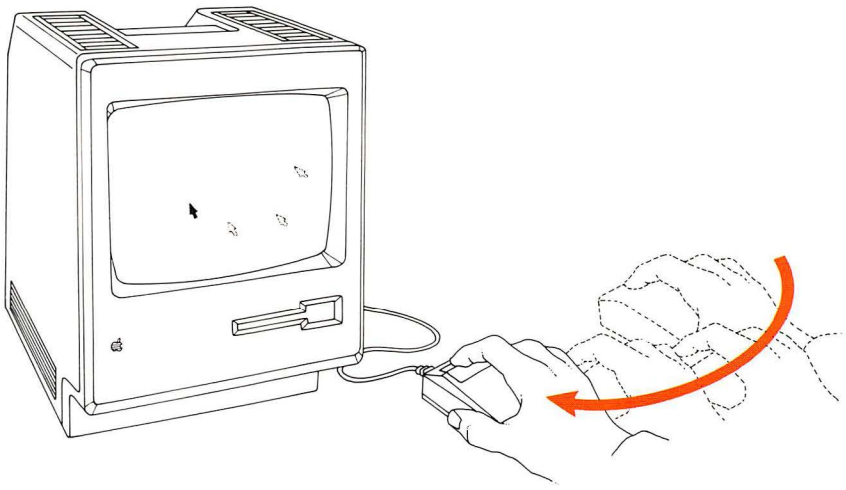
The bar at the top of the screen contains menus; you'll see how to use them a little later also. The icons on your desktop always let you know what's available. Right now you see icons that represent

- the ***System Tools*** **disk** you inserted
- the **Trash**, where you can discard what you don't need anymore

If your screen doesn't look like this, someone else has probably used this lesson and arranged the desktop in a different way. After you learn in the next section how to use the mouse, see "Handling Windows" in Chapter 2 to close all windows that may have been left open.

Using the Mouse

Your Macintosh 512K enhanced responds instantly to every movement you make with the mouse. You can start applications and get documents, work on them, and put them away again—just by moving the mouse and pressing the mouse button. The best way to see how this works is to try it.



1 Moving the Pointer by Moving the Mouse

■ **Watch the screen while you roll the mouse on a flat surface next to your Macintosh 512K enhanced. For now, don't press the mouse button.**

Every move you make with the mouse moves the **pointer** in exactly the same way. Usually the pointer is shaped like an arrow, as it is now, but it changes shape depending on what you're doing. For instance, it becomes an **I-beam** when it's positioned over text you can edit, or a wristwatch when your Macintosh 512K enhanced is doing something that takes a little time.

You'll have the best control if you hold the mouse with the mouse cable pointing directly away from you.

If you run out of room for the mouse—if it goes off the table, for instance, or runs into the Macintosh 512K enhanced itself—lift the mouse and put it down again where you have more room. Lifting the mouse doesn't move the pointer.

Using the mouse might feel a little awkward at first, but it will soon be second nature.

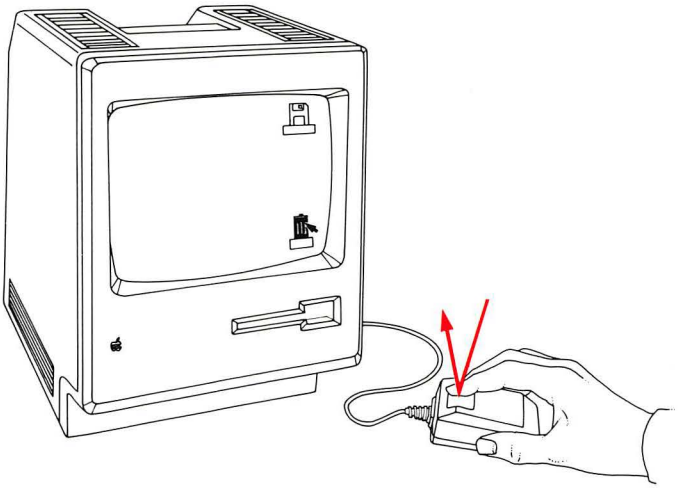
2 Selecting by Clicking an Icon

You probably have your own idea of how your desktop should be organized, so the first thing to do with your mouse is arrange your electronic desktop to suit you. To move an icon, you first **select** it to let your Macintosh 512K enhanced know this is what you want to work on next. You select icons using a technique called **clicking**.

■ **Position the pointer on the Trash icon.**

Make sure the tip of the pointer is on the icon.

■ **Click the icon by pressing and immediately releasing the mouse button.**



As you click the icon, it's **highlighted**. What was black is now white and vice versa. The highlighting shows that you **selected** it. Notice that the System Tools icon is no longer selected. Selecting is an important idea with Macintosh, and it has a specific meaning: you always **select** the information you want to work on next.

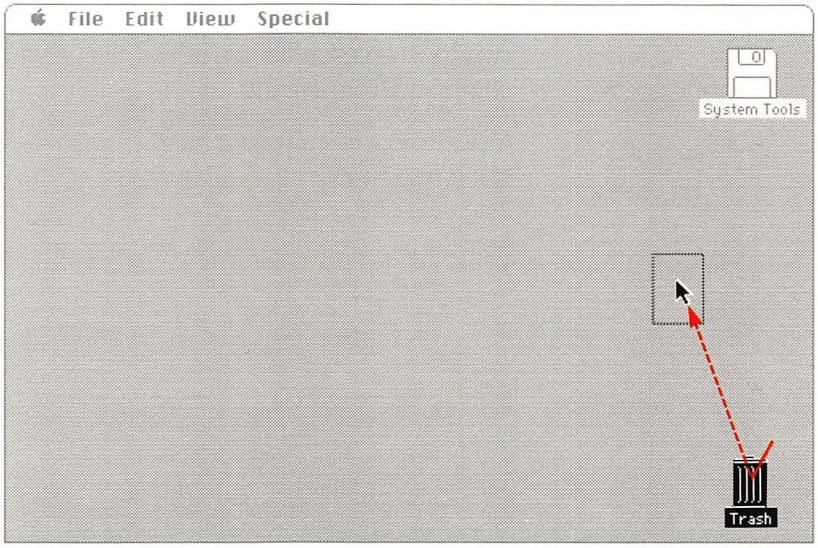
■ **Click the System Tools icon.**

Now the System Tools icon is selected, and the Trash icon is no longer selected.

When clicking, try not to move the mouse as you release the mouse button. Practice clicking each icon in turn until you can click without moving the mouse at all.

3 Dragging an Icon

Once you've selected an icon, you can use the mouse to move it with a technique called **dragging**.



- **Position the pointer on the Trash icon.**
- **Press and hold the mouse button while you move the mouse.**

 When you press the mouse button, you select the icon. As you move the mouse, the pointer moves and drags an outline of the icon and its name along with it. So you always know where you were—and where you're going.

- **Release the mouse button.**

 The icon snaps to its new place.

Try this again with the System Tools icon. Move the icon all the way to the left. Notice that it won't go off the edge of the screen, so you don't have to worry about losing it. Remember, lifting the mouse has no effect on what you're doing (but releasing the mouse button does end the current dragging). You can cancel a drag in process by moving the pointer into the menu bar at the top of the screen. Practice dragging until you can easily put the icons wherever you want them.

You've learned how to use the mouse to point to and select information you want to work on, and you've seen how you can drag icons to arrange your desktop. Next you'll learn how to act on what you select by choosing a command from a menu.

By the way, you can take a break from this lesson at any point. Leave the Macintosh 512K enhanced switched on and pick up where you left off. If the Macintosh 512K enhanced has been switched off, switch it back on, make sure the *System Tools* disk is inserted, and start over.

Selecting and Choosing

Whenever you work with your Macintosh 512K enhanced, you tell it two things: what you want to work on, and what you want to do. First, you tell the Macintosh 512K enhanced what you want to work on by selecting it as you've been doing with icons on the desktop. Then you tell the Macintosh 512K enhanced what you want to do with the selection. You usually do this by **choosing** a command from a menu.

What you now want to work on is the *System Tools* disk, and what you want to do is open its icon so you can examine its contents. Follow these steps.

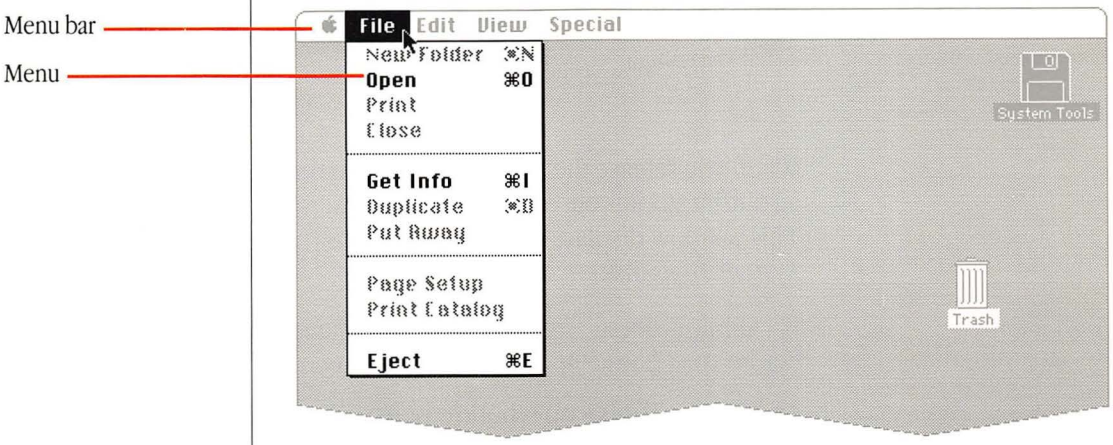
1 Selecting the System Tools Icon

■ **Position the pointer on the System Tools icon and click.**

This is the same thing you've done before. Now the System Tools icon is selected, and you can choose a command for it.

2 Pulling Down a Menu

Along the top of the screen, in the **menu bar**, are titles of the **menus** you can choose from.



■ **Position the pointer on the word "File" in the menu bar.**

Among other things, the File menu lets you open icons.

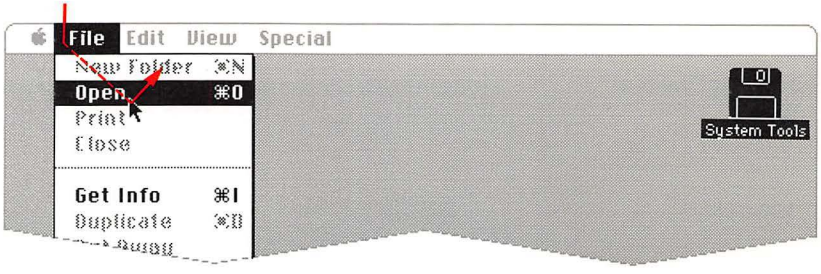
■ **Without moving the mouse for now, press and hold the mouse button. Release it when you're finished looking.**

Pressing the button while you're pointing to a menu title causes the title to be highlighted and a menu to appear. The menu contains **commands** you can carry out on what you've selected. Commands that you can't use right now (Close, for instance) appear **dimmed** in the menu. When you release the mouse button, the menu disappears.

3 Choosing a Command From a Menu

To choose a command from a menu, you use the same dragging technique you used to move icons.

- **Position the pointer again on the menu title "File" in the menu bar.**
- **This time, press the mouse button and hold it down while you drag the pointer to the word "Open," and then release the mouse button.**



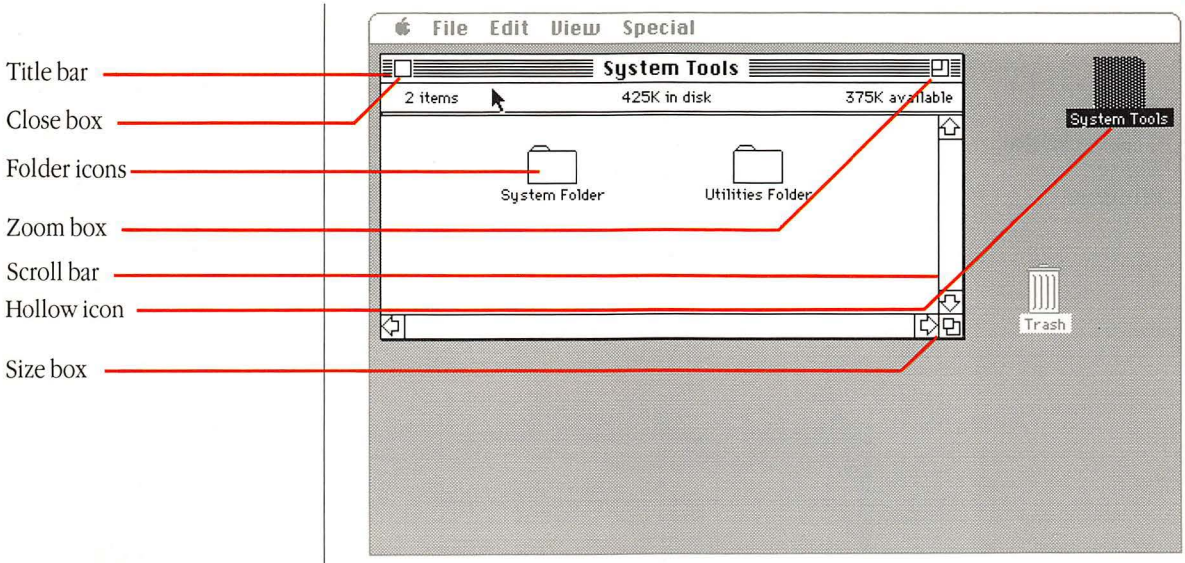
When you release the mouse button with the Open command highlighted, an outline zooms out of the icon and the screen is almost filled by a **window**. This window displays a **directory** of icons that represent the contents of the *System Tools* disk.

If a window doesn't appear, make sure the System Tools icon is selected before you choose Open from the File menu.

The System Tools icon is hollow now to show that the icon has been opened into a window.

As you drag through a menu, each usable command is highlighted in turn.

If you change your mind about choosing a command, you can move the pointer off the menu. Nothing is chosen unless you release the mouse button while one of the commands is highlighted.



The System Tools window's **title** appears in the **title bar** at the top of the window. Below the title bar is information about the directory's contents. Along the right and bottom are **scroll bars** that let you get around in large directories or documents. In the bottom-right corner is the **size box** you use to change the size of a window. At the top left is a **close box** and at the top right is a **zoom box** that zooms the window out so it nearly covers the screen. In a few minutes, you'll see how to use these parts of a window to manipulate it.

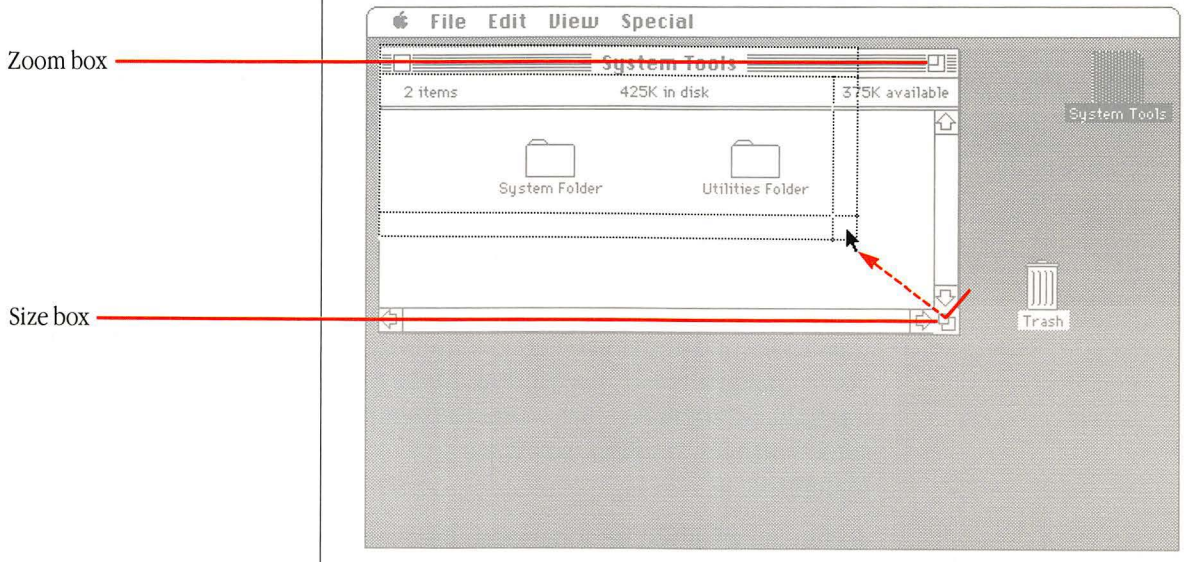
To sum up what you've done so far: First you selected something (the System Tools icon), and then you chose a command (Open). You'll follow this same pattern whenever you work with Macintosh 512K enhanced: *Select* some information, then *choose* an action for it.

There are two icons in the System Tools window, representing **folders** that are on the *System Tools* disk you inserted into the Macintosh 512K enhanced drive. One of the folders holds system information the Macintosh 512K enhanced needs, and the other contains special utility programs you'll use later, when you're an experienced Macintosh user.

Manipulating Windows

1 Changing the Size of a Window

When you're working on a document on your desktop, it's great to have a wide-open window on it so you can really see what's there. But small windows also have their advantages. You can move small windows around on your desktop, and you can see more than one at a time. To change a window's size, you use the size box in the bottom right corner of the window.



■ **Position the pointer on the size box, and drag it up and to the left.**

As you drag, a dotted outline follows. The farther to the left you drag, the narrower the outline becomes; the farther upward you drag, the shorter it becomes. When the outline's as small as you can make it, it stops moving. When you release the mouse button, the window changes size.

The contents of the window don't change at all when you change a window's size. The only thing that changes is how much you can see.

■ **Position the pointer on the zoom box and click.**

The window zooms out to nearly fill the screen.

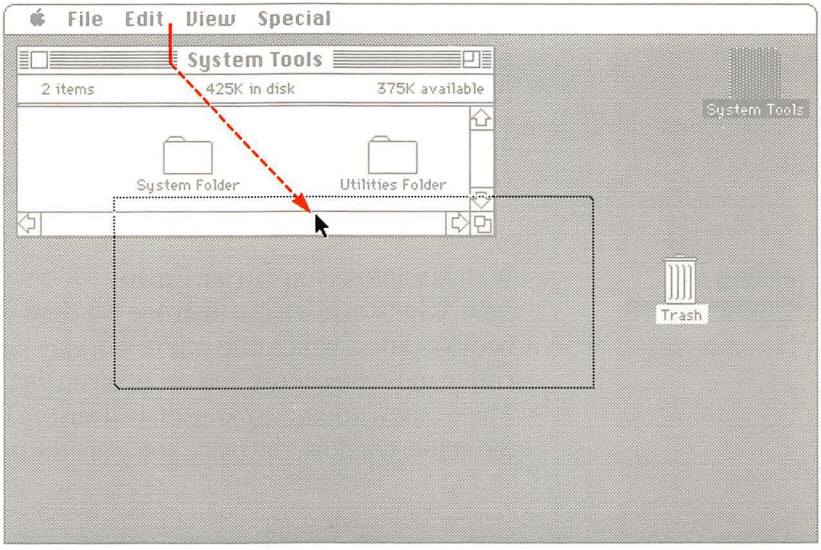
■ **Click on the zoom box again.**

The window returns to its former size. Using the zoom box lets you use every square inch of the screen for what you're currently working on and, with a single click, bring everything that's on your desktop back into view.

Experiment with controlling the size of the System Tools window. Drag the size box down and to the right to make the window bigger again. Then try all different lengths and widths. Use the zoom box and notice how the Macintosh 512K enhanced always shrinks the window back down to whatever size it was when you zoomed it out or whatever size you changed it to using the size box.

2 Moving a Window

You can move windows on your desktop just as you moved icons. To move a window, you drag it by its title (or anywhere in the horizontal title bar at the top of the window). Don't, however, drag it by the zoom box or the **close box**, the small box in the title bar; the close box is just for closing the window.



■ **Position the pointer anywhere on the title of the System Tools window.**

■ **Drag the System Tools window by pressing the mouse button and holding it down while you move the mouse.**

Just as when you dragged icons, a dotted outline of the window follows your movements. When you release the mouse button, the window moves where the outline was.

If you release the mouse button before you have the window where you want it, just "pick the window up" again. If you change your mind about moving it, cancel the drag by moving the pointer into the menu bar.

Just as icons stayed within the limits of the desktop, so do windows. You can't lose them by dragging too far.

Practice your new skills. When you can manipulate the window easily, making it any size and putting it anywhere you want on (or partially off) the desktop, go on to the next step.

3 Opening Another Icon

Use your new window-handling expertise to get the System Tools window out of the way if you need to. Shrink it down and move it around so you can see the Trash icon.

■ **Open the Trash icon.**

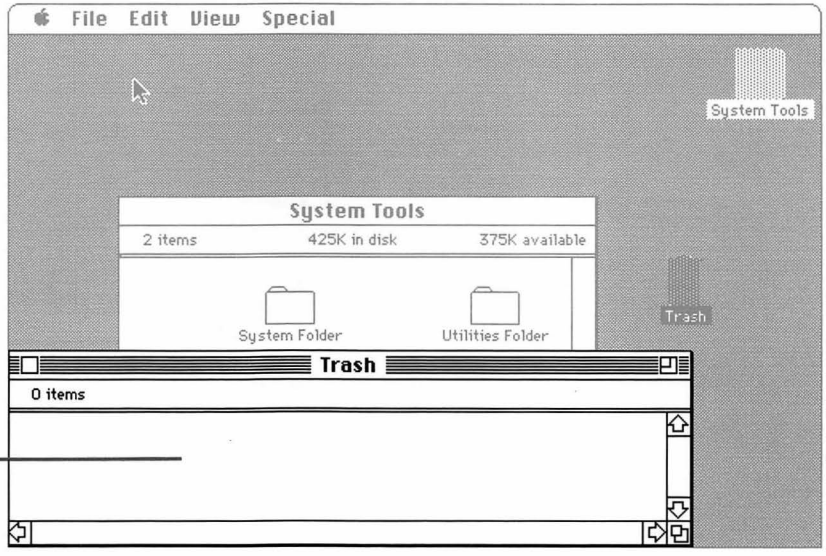
Use the same technique you used a few minutes ago. Select the Trash icon by clicking it, and then choose Open from the File menu by positioning the pointer on the menu title, pressing the mouse button, dragging to the Open command, and releasing the mouse button.

A second window appears on the desktop, probably overlapping the first (depending on where you left the first window and what size you made it).

4 Making a Window Active

With Macintosh you can have many windows on your desktop at the same time. When there's more than one window, your Macintosh 512K enhanced needs to know which one you're working on at the moment, so that the commands you choose and the text you type end up in the right place. The window you're working on is always in front of all the others. It's called the **active window**, the place you want the next action to happen.

The active window's title bar is highlighted with narrow horizontal lines on either side of the title. The active window usually has a size box in the bottom right corner and scroll bars on the right and bottom sides.

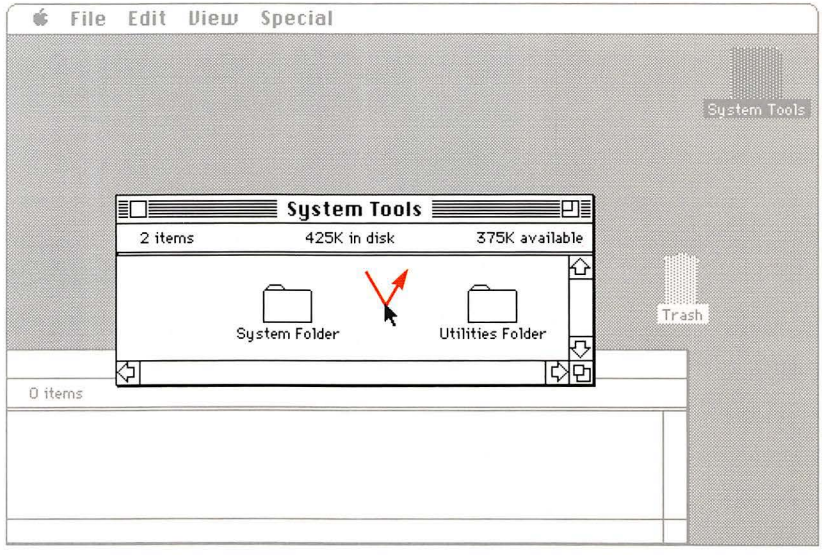


When you opened the Trash icon, it automatically became the active, frontmost window—the window you're working in. The System Tools window is also open on the desktop, but it's no longer the active window. To work in the System Tools window again, you make it active by clicking anywhere inside it.

If you left the System Tools window small before you opened the Trash window, it may be completely hidden by the Trash window now. You know how to move windows and change their size, so if you can't see the System Tools window, move the Trash window or change its size until you can see the System Tools window again. It doesn't have to be completely visible; as long as you can see part of it, you can make it active.

■ **Click in the System Tools window.**

The window is brought to the front of the desktop; its title bar is highlighted, and scroll bars and a size box appear to show it's the active window. Whenever you want to work in a window that isn't already active, you first make it active by clicking in it.



Your desktop might not look exactly like the one here. Your Macintosh 512K enhanced does exactly what you tell it to do; the size and position of your windows are up to you.

■ **Click in the Trash window.**

Now it moves in front of the System Tools window again.

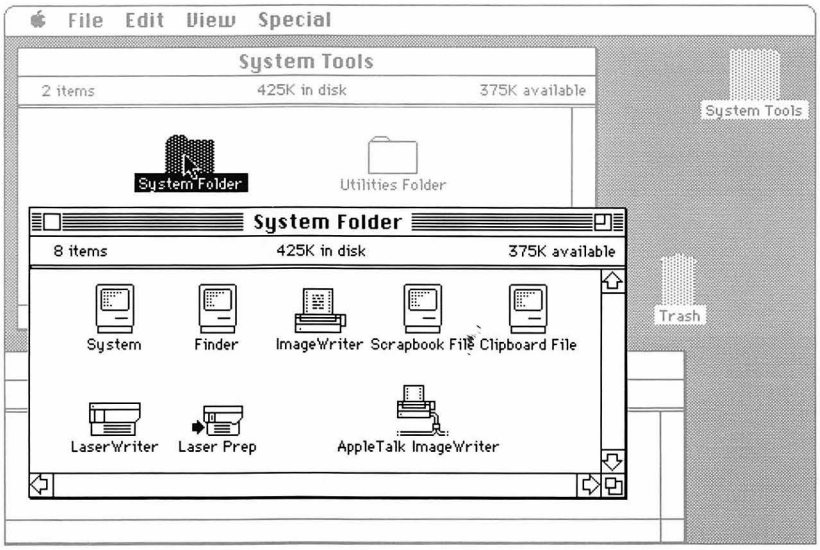
Experiment with arranging your desktop—making each window active in turn, changing its size, and moving it.

Notice that you sometimes need to move a window in order to see its size box. And you sometimes need to change a window's size or move it to see a window it's covering. By the way, moving a window also makes it active if it's not already, so you don't have to make a window active before you move it.

5 Opening Other Icons

You can open icons in a directory window, such as the System Tools window, just as you opened icons on the desktop. You know how to open an icon by selecting it and choosing Open from the File menu. There's a shortcut: you can do the same thing with a technique called **double-clicking**. Try it to open the System Folder icon in the System Tools window. (If necessary, first make the Trash window smaller; then make the System Tools window active and large enough that the System Folder icon is visible.)

■ **Position the pointer on the System Folder icon and quickly press and release the mouse button twice.**



Inside the System Folder are icons that represent system files that contain information the Macintosh 512K enhanced needs. If the System Folder window doesn't appear when you double-click, speed up your clicking. That way the Macintosh 512K enhanced will be able to interpret your actions as a double-click, and not just as insistent single clicks. Now you have two ways to open icons.

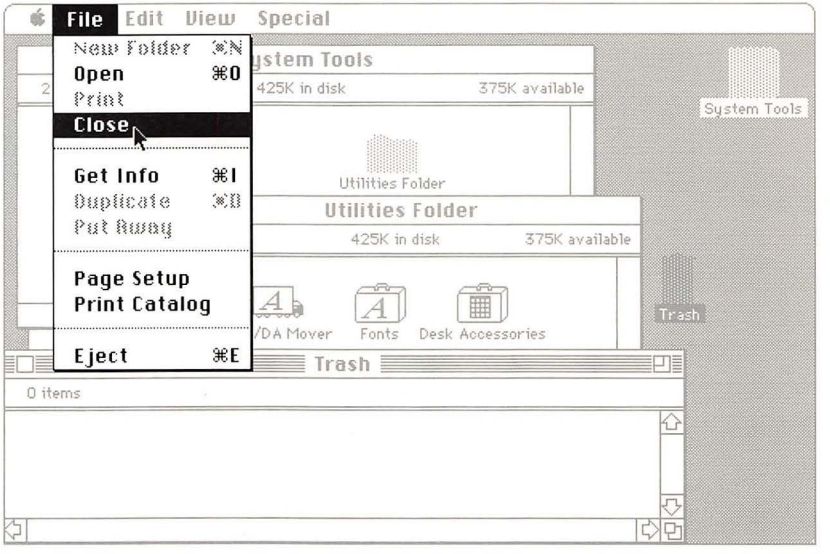
- **Open the Utilities Folder icon, either by double-clicking it, or by selecting it and choosing Open from the File menu.**

 If necessary, first move the System Folder window. The Utilities Folder contains icons that represent **utility programs** and other items you'll use later.

6 Closing a Window

You can have many windows on your desktop, but to keep things tidy, you might want to close some when you're finished working on them, and open them again when you need them.

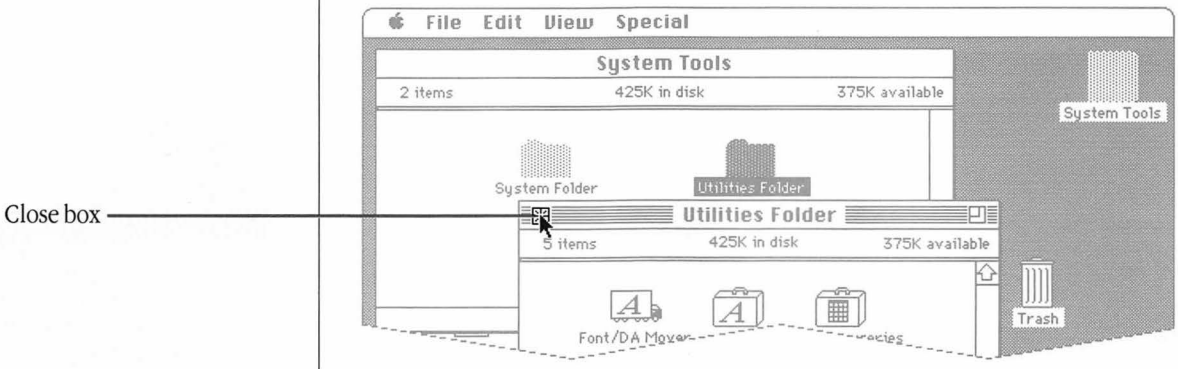
- **Make the Trash window active by clicking in it.**
- **Choose Close from the File menu.**



The window collapses back to an icon. Whenever you choose Close from the File menu, the frontmost, active window is closed, and the next window behind it becomes active.

Now close the Utilities Folder window using another shortcut. The **close box** in the title bar lets you close an active window with a single click.

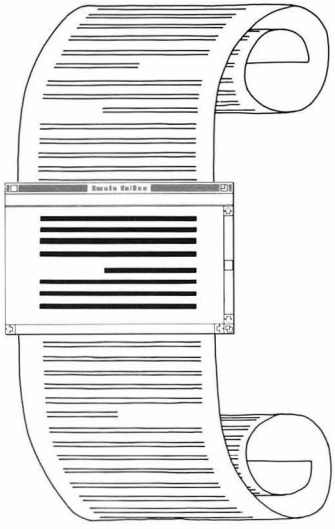
- **Make the Utilities Folder window active if it's not already.**
- **Click the close box.**



It's the same as choosing Close from the File menu.

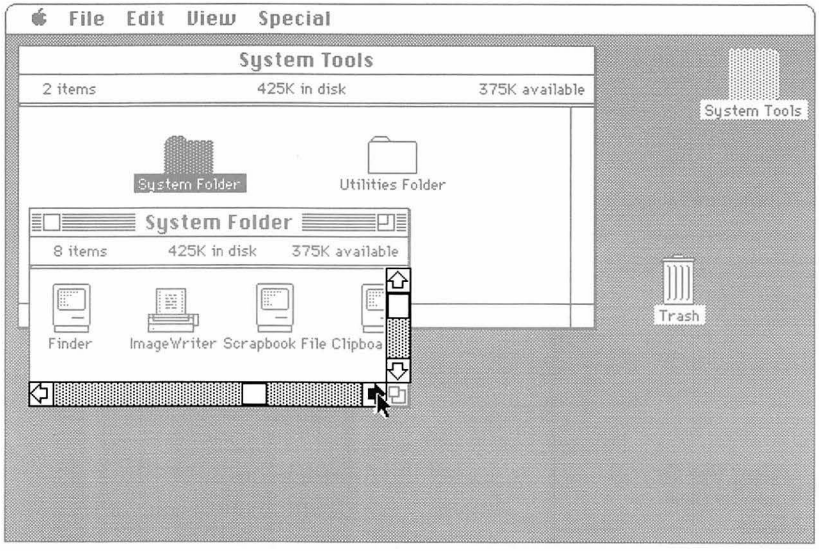
7 Using the Scroll Bars to See More

Most of the time, a window on the desktop can't show you the entire directory or document all at once, even when you've made the window very large. There's often more information than can fit in the window at one time.



The scroll bars in an active window let you move what's in the window so you can see more of it.

■ **Make the System Folder window small enough that some of the icons are hidden from view.**



■ **Click the scroll arrow that points to the right.**

More icons come into view. You can also scroll left, up, or down.

If you want to know more about scroll bars, see "Scrolling" in Chapter 2.

Using an Application

You might be wondering what all of this has to do with your work—the documents you'll create with Macintosh applications. First, you'll use the skills you've just learned whenever you work with your Macintosh 512K enhanced, in nearly all applications. You usually select information and choose commands in consistent ways. And windows are always opened and closed, changed in size, moved, and made active using the same techniques you've just learned.

Second, this chapter introduces the **Finder**, the application you use to organize and manage your documents. The Finder is available every time you start your Macintosh 512K enhanced or whenever you move from one application to another. In fact, you've been using the Finder all along.

1 Creating a New Document

In addition to helping you manage your documents—copying them, renaming them, removing them, for example—the Finder lets you start applications and get documents, and then put your documents away when you've finished working on them.

Disks that contain the Finder and System file are called **startup disks**. (The Finder and other system files are in the System Folder.) You always start your Macintosh 512K enhanced using a startup disk.

You probably purchased an application or two along with your Macintosh 512K enhanced. Each Macintosh application disk is also a startup disk, just as the *System Tools* disk is. Keep the *System Tools* disk as a spare copy of the system files in the System Folder and for when you want to use the utilities in the Utilities Folder.

■ **Close first the System Folder window, and then the System Tools window.**

Use either of the methods you know—make the window active, and then choose Close from the File menu or click the close box.

■ **Choose Eject from the File menu.**

The *System Tools* disk is ejected.

■ **Insert the application disk you want to use.**

A word processing application such as MacWrite™ or a graphics application such as MacPaint™ or MacDraw™ is a good choice to begin with. No matter what kind of work you do, you'll probably want applications that let you express yourself with words and pictures.

A Macintosh application package may include two copies of the application disk. Put one of these away in case your working copy ever becomes unusable. If this does happen, make a copy of the spare to replace your old working copy. (See Chapter 2 to find out how to copy a disk.) That way you'll always have a spare copy.

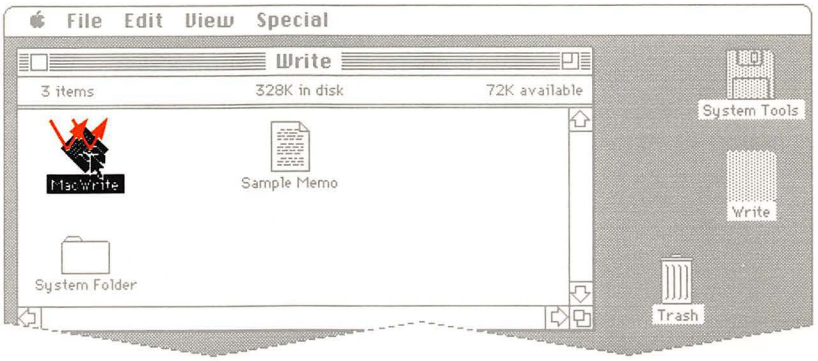
Some applications' startup disks may have earlier versions of Macintosh system software. You can check by choosing Shut Down from the Special menu and restarting the Macintosh 512K enhanced with the application disk by inserting it when the question mark icon appears. Choose About the Finder from the Apple menu on the far left side. The Finder should be version 5.1 or later. Updating each of your application disks ensures that each disk has the same system software your *Macintosh 512K enhanced System Tools* disk has. If you don't update the application disk, things will probably look a little different from what this tutorial describes. See "Using the Installer" in Chapter 2 for how to update your application's startup disk.

■ **Open the icon that represents the application disk, either by double-clicking it, or by selecting it and choosing Open from the File menu.**

The System Tools icon is still there, but it's dimmed to show it's not currently available. If the window was left open, its icons are dimmed.

If you're using an external disk drive for your application disk, both disks are available.

■ **Open the icon that represents the application you want to use.**



That's all there is to opening an application.

■ **Do some work on your new document.**

You don't really need to know how to use an application to finish this chapter. For example, just use the keyboard to type your name with MacWrite or draw a squiggly line with MacPaint (position the pointer anywhere in the drawing window and drag). You need to save only a small amount of work to see how the Finder helps you keep track of your documents.

2 Saving Your Work on a Disk

Whenever you're finished working on a document, you decide whether you want to keep what you've done or throw it away.

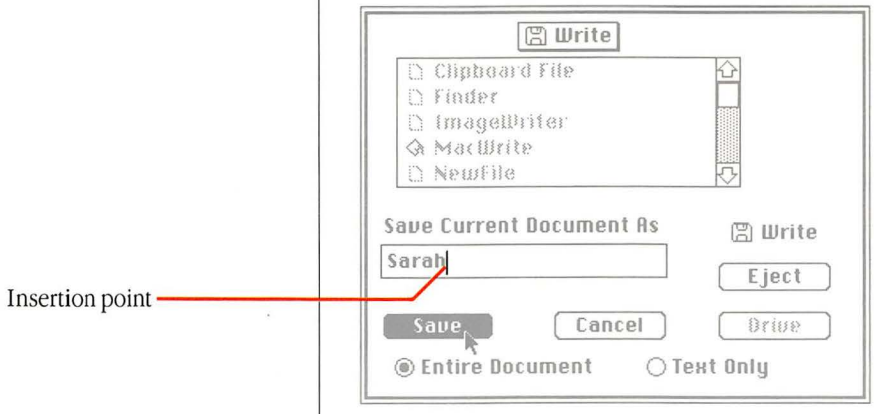
■ **Choose Save from the File menu.**

A dialog box appears.

Whenever your Macintosh 512K enhanced needs more information from you, it presents a dialog box, with buttons to click, such as OK or Cancel, and sometimes with a place for you to type additional information. These messages can also alert you if you're about to do something that could cause you to lose information, giving you a chance to cancel what you were about to do. When alerting you, messages are often accompanied by a beep.

The dialog box that appears now gives you the chance to save your document on any disk. If the disk is initialized on both sides, you see folders on the disk and can save your document in one of the folders. If the disk is initialized on one side only, you don't see any folders. For now, you'll save your document on the current disk, without placing it in a folder. You can find out about using folders within applications in Chapter 2, "Using the Installer" and "Using Folders." See "Initializing Disks" in Chapter 2 for information about initializing.

There's a space for you to type the name of your document. A blinking vertical bar marks the **insertion point**, where text you type will be inserted.



The main part of the Macintosh 512K enhanced keyboard is very similar to a typewriter keyboard. Use the Shift key for capital letters. If you make a mistake, use the Backspace key to erase characters back to where the mistake is, and then start typing again.

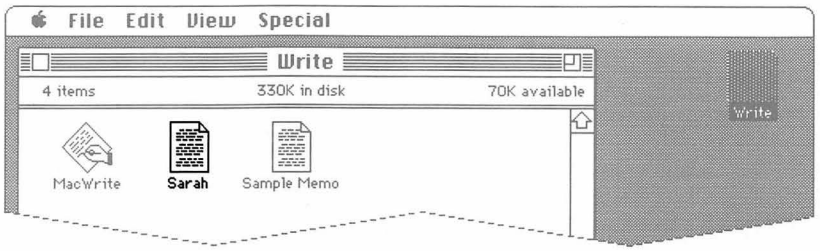
- **Use the keyboard to type your name or any other name you want to give your document.**
- **Click Save.**

Your document is saved on the disk just as it is now. Make a habit of choosing Save about every 15 minutes or so while you're working with your Macintosh 512K enhanced. (It's a good thing to do while you're waiting for your next inspiration.) That way, if your Macintosh 512K enhanced gets switched off or there's a power failure, you'll never lose more than 15 minutes' worth of work.

With your work saved on the disk, you can leave the application you've been using and return to the Finder.

■ **Choose Quit from the File menu.**

The desktop appears again. But now the icon of your new document appears in the application disk window.



This new icon represents the document you created, and below it is the name you gave it. All documents you create with an application have that application's icon, so you can tell which application you used to create each of your documents. The next time you want to work on this document, you select and open it just like any other icon. Opening the document you want to work on also starts the application you need to do the work. You don't have to open the application, and then open the document; once a document's been saved, you can open it directly from the Finder.

3 Editing Text: Cutting and Pasting

The Macintosh 512K enhanced keyboard is mainly for typing text and numbers. You'll see the way you'll usually type and edit text, no matter which application you're using, by adding some comments about the document you just created.

■ **Select the icon that represents your document.**

■ **Choose Get Info from the File menu.**

An information window appears, showing some useful information about this document, such as which disk it's on, how big it is, and so on.

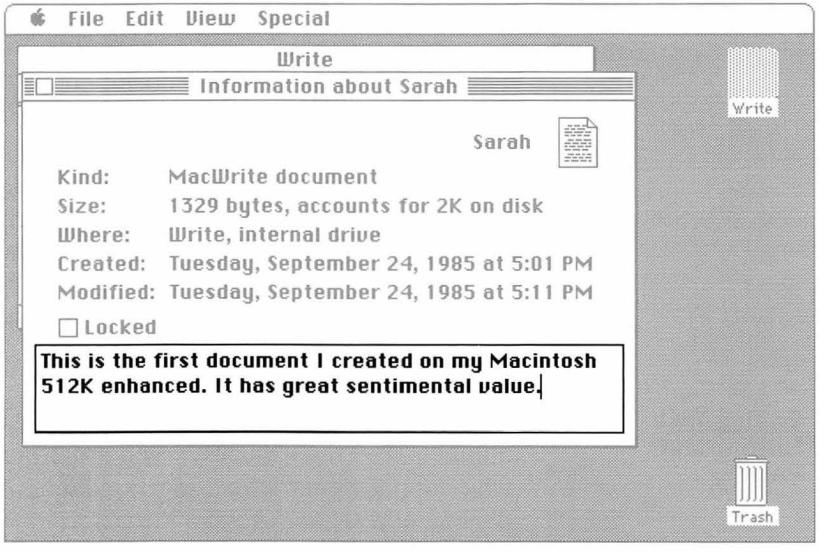
There's also room for you to add comments about the document. Having comments here will save you time when you want to know more about a document without opening it. You might have a note explaining that this is your smash-hit sales presentation of last November, or the play that won you the Pulitzer Prize. Of course, you'll also know by its icon which application you used to create the document.

The blinking vertical bar appears again, marking the insertion point for text you type.

You'll use the keyboard to add your comments. You don't have to press the Return key when you come to the end of a line of text; the next line starts automatically.

■ **Type:**

This is the first document I created on my Macintosh 512K enhanced.
It has great sentimental value.



You can edit your comments by **cutting** and **pasting** with the Cut command and the Paste command. First, select some text to cut.

■ **Position the pointer at the beginning of the word "great" and drag to the end of the word.**

You're selecting information to work on, as you did when you selected icons. You selected icons by clicking them; you select text by dragging across it.

If you move the pointer off the word, you might select more than the word "great". If this happens, just start selecting over again; nothing unexpected can happen while you're just selecting.



■ **Choose Cut from the Edit menu.**

The word "great" vanishes and in its place is the insertion point, where new text you type will be inserted.

Whenever you choose Cut or Copy from the Edit menu, whatever you cut or copy is put in a holding place called the **Clipboard**, ready for you to paste it to a different location if you want.

■ **Type:**

absolutely no

What you type appears at the insertion point.

■ **Select a new insertion point by clicking after the space following the word "first".**



■ **Choose Paste from the Edit menu.**

The contents of the Clipboard—the word "great", in this case—are pasted into the location you selected. You can add a space at the insertion point by typing one. See "Editing Text" in Chapter 2 for a summary of how to enter and edit text.

The contents stay on the Clipboard until you choose Cut or Copy again, so you can continue to paste them. You can paste within one document or between two documents created with the same application. The contents also stay on the Clipboard when you leave an application, so you can cut and paste between applications.

For example, you can draw a picture with MacPaint and use it to jazz up a report you create with MacWrite. Or borrow an especially eloquent passage from a MacWrite document and paste it into an overhead slide you're preparing with MacDraw.

Whether you're using an application or the Finder, you can usually view the contents of the Clipboard.

■ **Choose Show Clipboard from the Edit menu.**

The Clipboard window appears, with the word "great" in it.

The Clipboard window doesn't have to be open for you to paste its contents.

■ **Close the Clipboard window.**

Either choose Close from the File menu or click the close box. The Close command closes the active window, and close boxes appear only in active windows.

■ **Close the information window.**

Organizing Documents

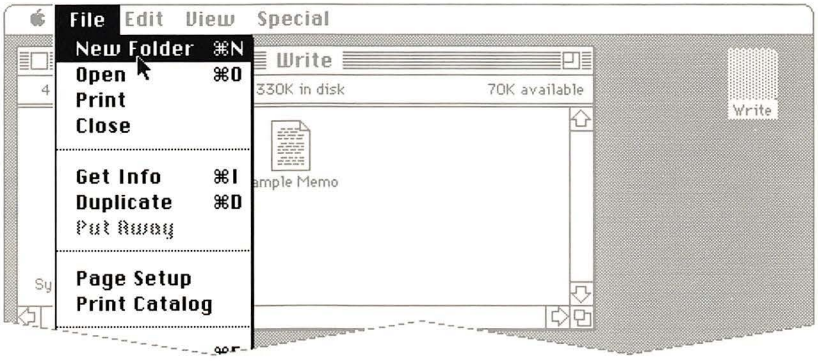
You've seen how the Finder helps you start an application and get a document, save it, and leave the application. It also helps you organize your documents—grouping them together with related documents, duplicating them, renaming them, or throwing them away.

1 Using Folders

You'll soon accumulate many documents on the application disk you've been using. At some point you might want to arrange your desktop so that related documents are grouped together. Macintosh **folders** work just like ordinary file folders to help you organize your documents. For instance, you could keep all your monthly status reports together in one folder. Or group all your MacPaint illustrations together or keep each one with the report it illustrates. Macintosh lets you organize your documents however you want them (or keep them scattered about your desktop if clutter makes it easier for you to think).

Information the Macintosh 512K enhanced system needs is grouped in the System Folder. To organize your own work, you have an endless supply of empty folders.

■ **Create an empty folder by choosing New Folder from the File menu.**



A folder named "Empty Folder" appears in the active window.

Some applications may include an empty folder on the desktop; with these applications the folder you create is named "Copy of Empty Folder."

If there's no New Folder command in your File menu, you're probably using an application disk that hasn't yet been updated with new system software. To make the rest of this chapter work the way it's described, you must use the Installer to update your application disks with Macintosh 512K enhanced system software. See "Using the Installer" in Chapter 2.

The empty folder is automatically selected when you create it, and you can rename it just by typing. If you can't see the entire icon, you can make the window larger or move the icon.

■ **Type:**

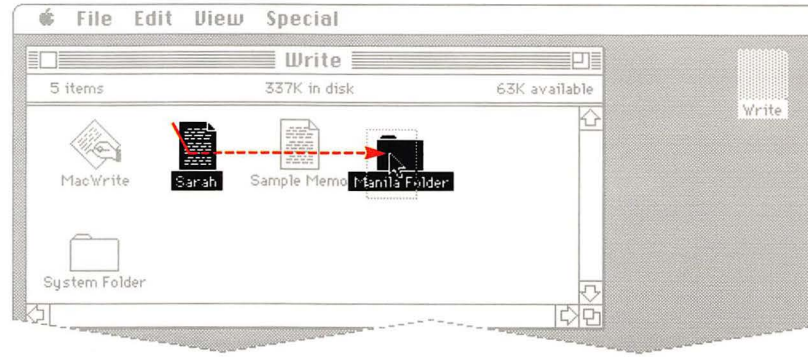
Manila Folder

"Empty Folder" is renamed "Manila Folder".

Usually you explicitly click icons you want to rename. This prevents renaming highlighted icons when you don't really want to. But you don't have to click newly created folders to rename them. See "Renaming" in Chapter 2.

You can also select, cut, and paste the icon names, as you did when you edited the comments about the document you created. Usually, however, when you want to rename an icon, it's easiest just to select the icon and replace the old name by typing a new one.

■ **Drag the icon that represents the document you created to the Manila Folder icon, releasing the mouse button when the Manila Folder icon is highlighted.**



When you cover the folder icon with the outline of the document icon, the folder icon is highlighted. When you "drop" the document icon into the folder by releasing the mouse button, the folder icon is no longer highlighted.

- **Select and open the Manila Folder icon.**

 There's the icon that represents your masterpiece.

 Dragging a document icon to a folder will file the document there. You can also drag an icon into an open folder window; the result is the same.

 Documents and applications can be left on your desktop as well as placed on disks or in folders on disks. You might want to leave the applications you use most often (or the documents you're working on for a presentation that day) on the desktop so you can get at them easily from the Finder.

 Any application or document you leave on the desktop is automatically put back on its disk if you eject the disk. When you insert that disk again, whatever you left on the desktop reappears there.

- **Drag the icon that represents the application you were using out of the application disk window onto the gray desktop.**

 Whenever you use this disk, this application will appear on the desktop where you left it. (Of course, you can also drag it back to the disk or leave it in the folder with your document.)

2 Selecting More Than One Icon

You can take most actions on several documents at once. For example, you can move several documents from one place to another, discard them in the Trash, or find out information about them. One of the ways to select more than one icon is by using the dragging technique.

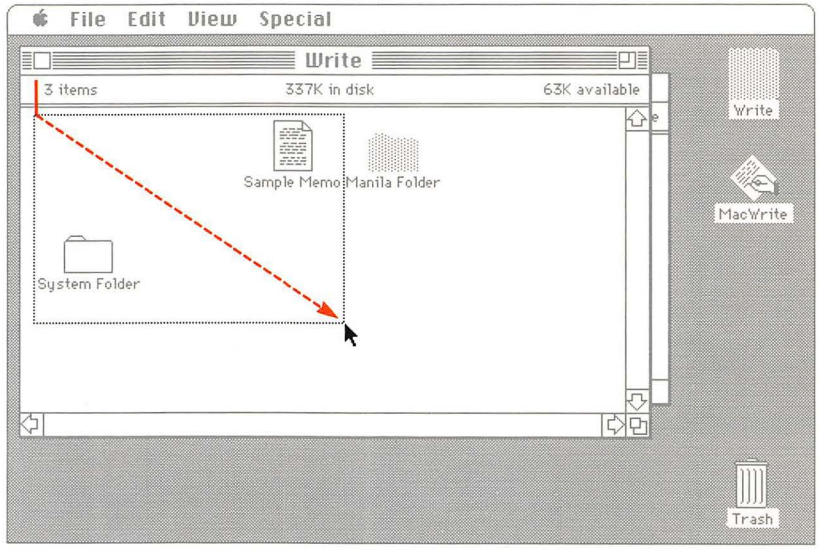
- **Make the application disk window open and active if it's not already.**

 If it's closed and you open it, it automatically becomes the active window. If it's open but not the active window, click anywhere inside it to make it active.

- **Use the size box or the zoom box to make the window bigger so you'll have plenty of room.**

■ **Position the pointer outside one corner of a group of icons (any corner) and drag diagonally to the opposite corner of the group.**

Be sure you start dragging outside an icon. If you position the pointer on an icon, you select just that icon. As you drag, a dotted rectangle appears around the icons you're selecting. When you release the mouse button, the icons are selected. You can select any group of icons that can be enclosed in a rectangle.



All icons you outline are selected. Now you can drag the whole group.

■ **Position the pointer on one of the icons and drag the whole group to another part of the window.**

Make sure the pointer is on one of the icons (it doesn't matter which one). They keep their arrangement and move in "formation." The icons stay selected until you click anywhere outside any of them.

You can also choose a command to act on a group of selected icons. For example, you can find out information about an entire group of documents.

■ **Choose Get Info from the File menu.**

An information window appears for each icon that's selected. As each new window appears on the desktop, it overlaps the window that appeared before it.

You can move these information windows or make them active like any other windows on the desktop, but you can't change their size or scroll through them.

■ **Close each information window in turn by choosing Close from the File menu or clicking its close box.**

Each time you choose Close or click its close box, the active window closes.

There's another way to select more than one icon. Sometimes the icons you want to select aren't lined up in a way that you can drag a rectangle around them. If they're scattered about, you can select more than one by **Shift-clicking**.

■ **If necessary, open the application disk window.**

■ **Select any icon in it by clicking it.**

If any icons are still selected, first click outside of any of them before you select one again.

■ **Hold down the Shift key on the keyboard while you click a second icon.**

The second icon can be any icon in the same window. You can even scroll to a different part of the window and Shift-click.

You can continue to select more icons as long as you hold down the Shift key while you click.

Any action you choose now will affect all the icons that are selected. You can choose a command for them or move them by dragging the whole group.

3 Changing Your View

You can use the Finder's View menu to look at your documents in whatever arrangement you want.

■ **Choose By Name from the View menu.**

The contents of the active window are arranged alphabetically by name. You can also view them chronologically, by size, by kind, or with small icons that give you more space in the directory window.

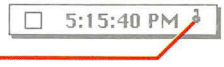
4 Using a Desk Accessory

Macintosh **desk accessories**—an Alarm Clock and a Calculator, for example—are always available on the Macintosh desktop, no matter what application you're using or whether you're using any application at all.

You choose desk accessories from the Apple menu on the left side in the menu bar.



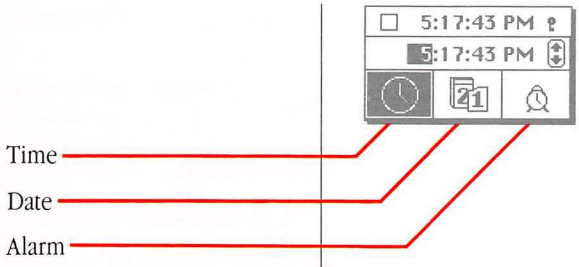
■ **Choose Alarm Clock from the Apple menu.**



Lever

■ **Click the "lever" on the right side of the Clock.**

The Alarm Clock expands to display and let you set whatever is highlighted in the bottom panel—the time, date, or alarm.



You can click the icon that represents what you want to set, and then click the digits you want to change. Click the up arrow to advance the numbers, or click the down arrow to go backward. Click in the top panel to set.

To display the simple Alarm Clock again, click the lever to return it to the horizontal position.

See "Using Desk Accessories" in Chapter 2 and "Desk Accessories" in Chapter 3 for descriptions of the other accessories in the Apple menu.

5 Starting Your Own Work

You probably have some work you want to use your Macintosh 512K enhanced for. If you'd like to know a bit more about Macintosh before you start using an application, read Chapter 3—"Reference." Be sure to use the Installer to update each startup disk, and then read the manual that came with the application you want to use. When you want some reminders or more information about using the Finder to organize your work, come back to Chapter 2 of this book—"Using the Macintosh 512K enhanced." Enjoy!





Chapter 2

Using the Macintosh 512K enhanced

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Introduction

This chapter summarizes the basic techniques you'll use whenever you work with your Macintosh 512K enhanced—from clicking and dragging to using the desk accessories in the Apple menu. It also describes the steps to take when you want to use the Finder to manage your documents and disks. For example, it tells you how to move a document from one disk to another, how to copy a document or an entire disk, and how to remove documents (easy!).

Although you'll use the Finder to do most of your document managing, you can also do a subset of these tasks while you're using an application. This subset is summarized here; see each application's manual for more detailed descriptions.

You don't have to read this chapter in any particular order; each topic is independent of the others.



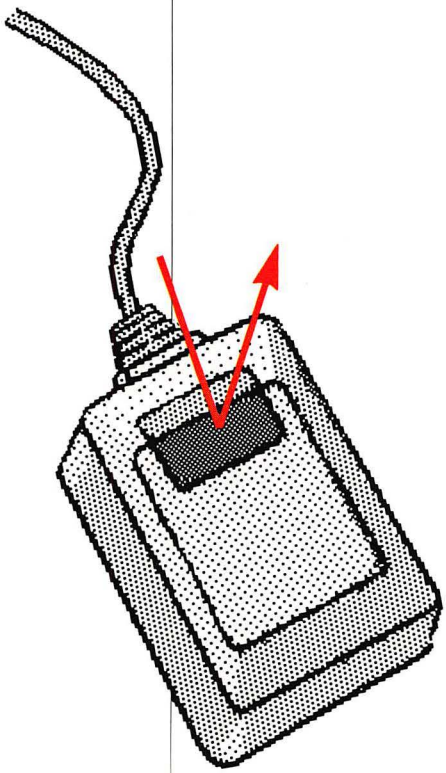
Summary of Mouse Techniques

You can do all your work on the Macintosh 512K enhanced (except type text and numbers) with five mouse techniques:

- ☐ **click**, to select or make active
- ☐ **press**, to cause a continuous action
- ☐ **drag**, to select or move
- ☐ **double-click**, to open icons quickly
- ☐ **Shift-click**, to extend or shorten a selection

To click

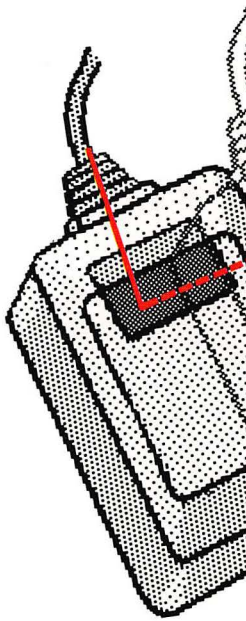
- Position the pointer on what you want to select or make active.
- Press and quickly release the mouse button.



To press

- Position the pointer on a menu title, a scroll arrow, or wherever you want the action to occur.
- Without moving the mouse, press and hold the mouse button.

As long as you hold down the mouse button, the effects of pressing continue. Pressing on scroll arrows results in continuous scrolling. Pressing on a menu title pulls down the menu and keeps it down until you release the mouse button.



To drag

- Position the pointer on something.
- Press and hold down the mouse button, and move the mouse.
- Release the mouse button.

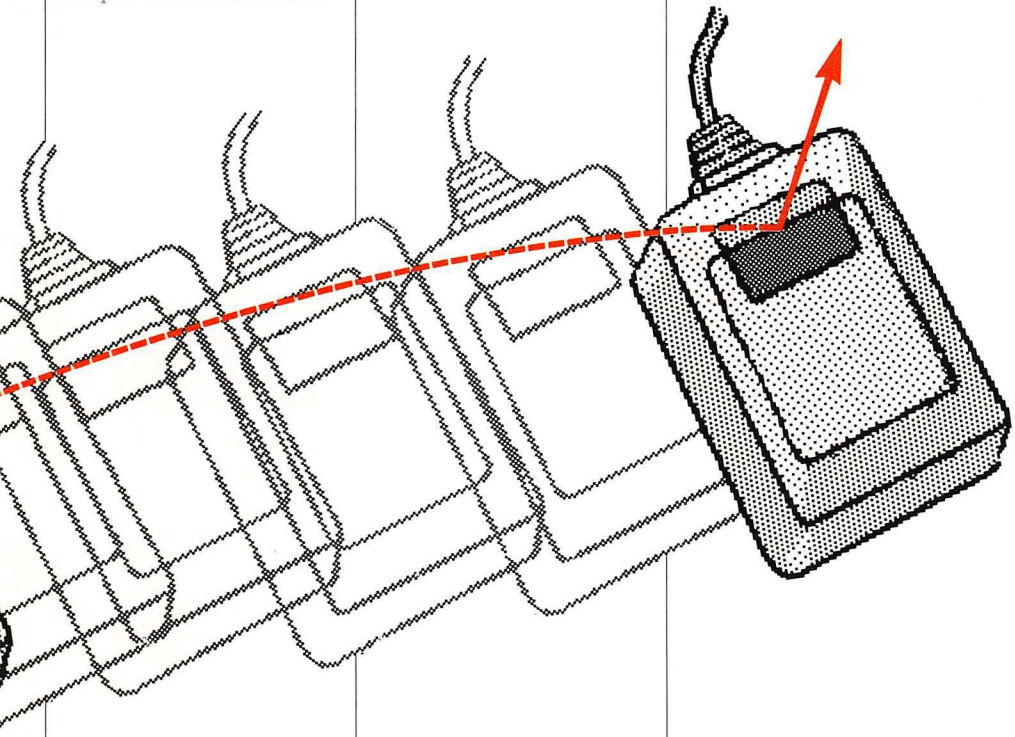
You can usually cancel a drag in process by moving the pointer back to where it started. Cancel a drag in a menu by moving the pointer off the menu. Cancel moving an icon or window by moving the pointer into the menu bar.

To double-click

- Position the pointer on something.
- Press and release the mouse button twice in quick succession.

To Shift-click

- Select something by clicking or dragging.
- Hold down the Shift key while you continue to select (or deselect) by clicking or dragging.



Handling Windows

A window frames its contents. The contents may be a directory of a disk or folder, a desk accessory, or a document you create with an application.

A window always has a title bar and may have

- ☐ scroll bars
- ☐ a close box
- ☐ a size box
- ☐ a zoom box

Each application's manual tells you more about windows in that application.

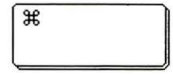
To move a window

- Position the pointer anywhere in the title bar of the window except the close box or zoom box (if any).
- Drag the window to a new location.

The window becomes the active window if it's not already.

To cancel the move, move the pointer into the menu bar. You can't drag a window off the desktop.

To move a window without activating it, hold down the Command key while you drag.

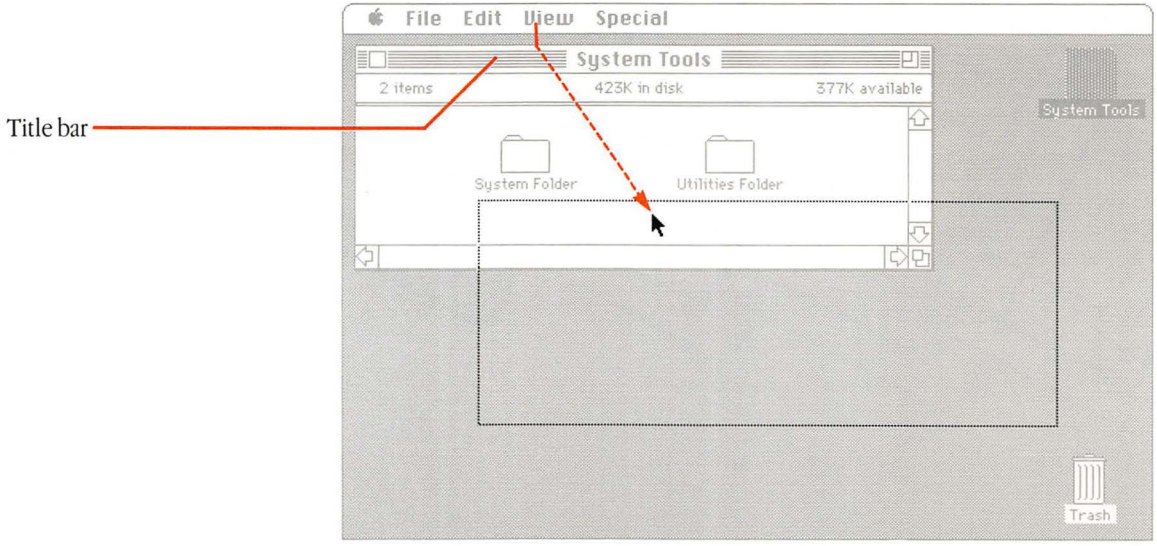


Command key

To activate a window

- Click anywhere in the window.

Activating a window brings it to the front, where it may overlap or completely cover other windows. To see covered windows, move the active window or make it smaller.



To change a window's size

- Activate the window by clicking in it.
- Move the window so that the size box in the bottom right corner is visible.
- Drag the size box.

Dragging horizontally changes the width, dragging vertically changes the height, and dragging diagonally changes both. The new dimensions take effect only when you release the mouse button.

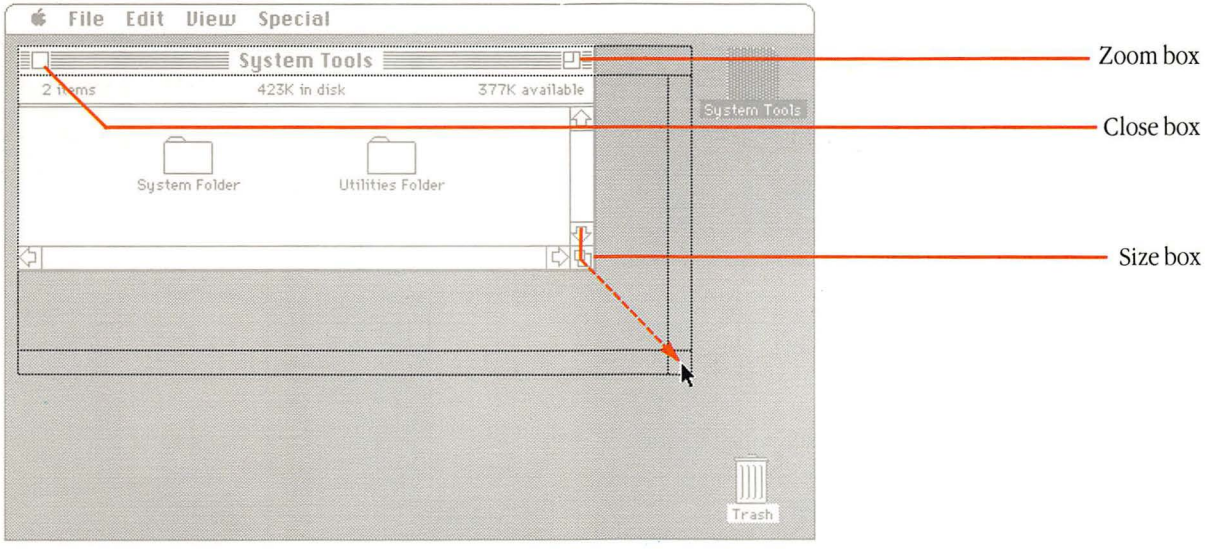
If there's a zoom box in the window's top-right corner, you can click it to expand the window—clicking an expanded window's zoom box shrinks the window back to its smaller size.

Some windows don't have a size box or a zoom box.

To close a window

- Activate the window by clicking anywhere inside it.
- Choose Close from the File menu or click the close box on the left in the title bar.

Some windows don't have a close box.



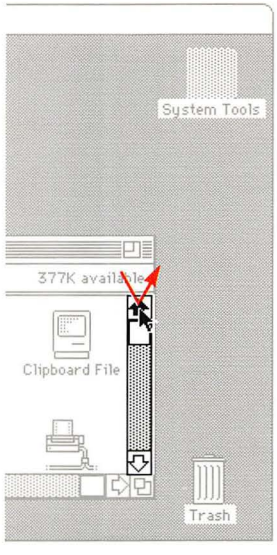
Scrolling

Scroll bars let you see more of a directory or document's contents.

To scroll line by line

■ Click the arrow that points in the direction of what you want to see.

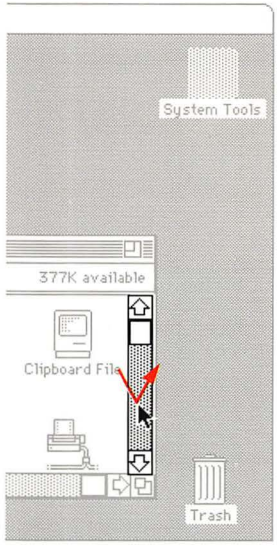
You can scroll continuously line by line by pressing the scroll arrow.



To scroll by the windowful

■ Click in the gray area of the scroll bar.

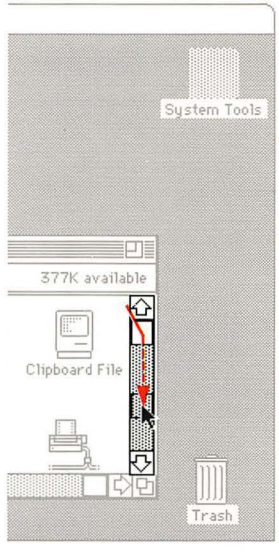
You can scroll continuously by the windowful by pressing in the gray area of the scroll bar.



To scroll quickly to any part of a directory or document

■ Drag the scroll box to a place in the scroll bar that represents the approximate position that you want to see.

The scroll bar represents the length of the directory or document; for example, if you want to go to about the middle of a directory or document, drag the scroll box to the middle of the scroll bar.



Selecting Icons

In the Finder, you select by clicking or dragging.

See each application's manual for how to select information in that application. See "Editing Text" and "Renaming" in this chapter for more about how to select icon names and edit them.

To select an icon

- Click anywhere on it.

Clicking an icon's name also selects the icon.

To select more than one icon

When they're grouped together:

- Position the pointer outside one corner of a group of icons.
- Drag to the opposite corner.

Holding the Shift key down while you click a selected icon deselects it.

When they aren't grouped together:

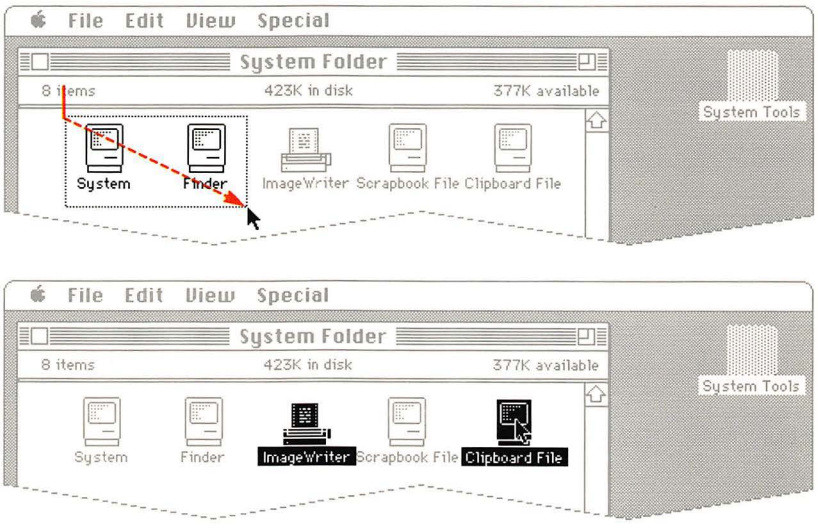
- Select one icon by clicking.
- Hold down the Shift key while you continue to select icons by clicking or dragging.

Holding the Shift key down while you click a selected icon deselects it.

You can Shift-click to select more than one item in directories you've arranged in text views.

You can choose Select All from the Edit menu to select all icons in the active window.

You can select more than one icon only when they're in the same window or they're all on the desktop.



Editing Text

In the Finder, you can enter and edit

- ☐ the names of disks, documents, folders, and applications
- ☐ text in desk accessories such as Key Caps
- ☐ text in the comment box of information windows (which you open by choosing Get Info from the File menu)

See each application's manual for more on how to enter and edit text in that application.

To insert text

- Click to select the insertion point.

You can also use the direction keys to move the insertion point.

- Type to add text at the insertion point.

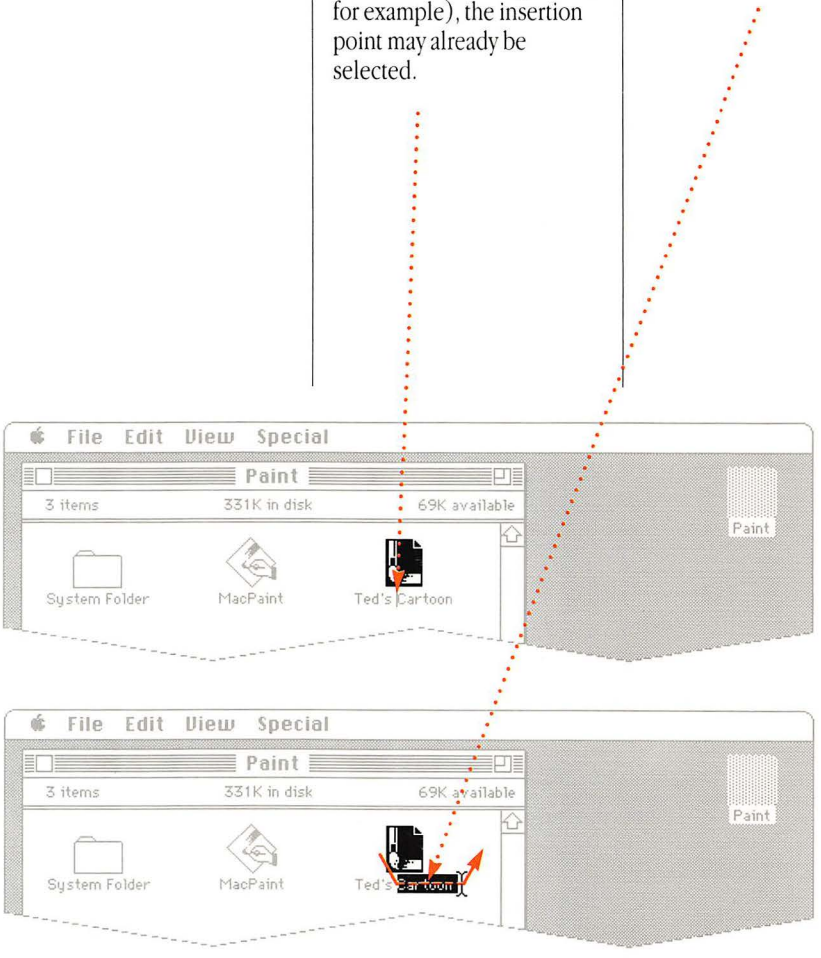
When there's no existing text (sometimes in dialog boxes, for example), the insertion point may already be selected.

To select text

- Drag across the text (diagonally if there's more than one line) to the end of the text you want to select.

OR

- Double-click a word to select it quickly.



To move text

- Select by dragging across the text.
- Choose Cut from the Edit menu.
- Select the insertion point by clicking where you want the text to go.
- Choose Paste from the Edit menu.

To copy text

- Select the text by dragging across it.
- Choose Copy from the Edit menu.
- Select the insertion point by clicking where you want the copied text to go.
- Choose Paste from the Edit menu.

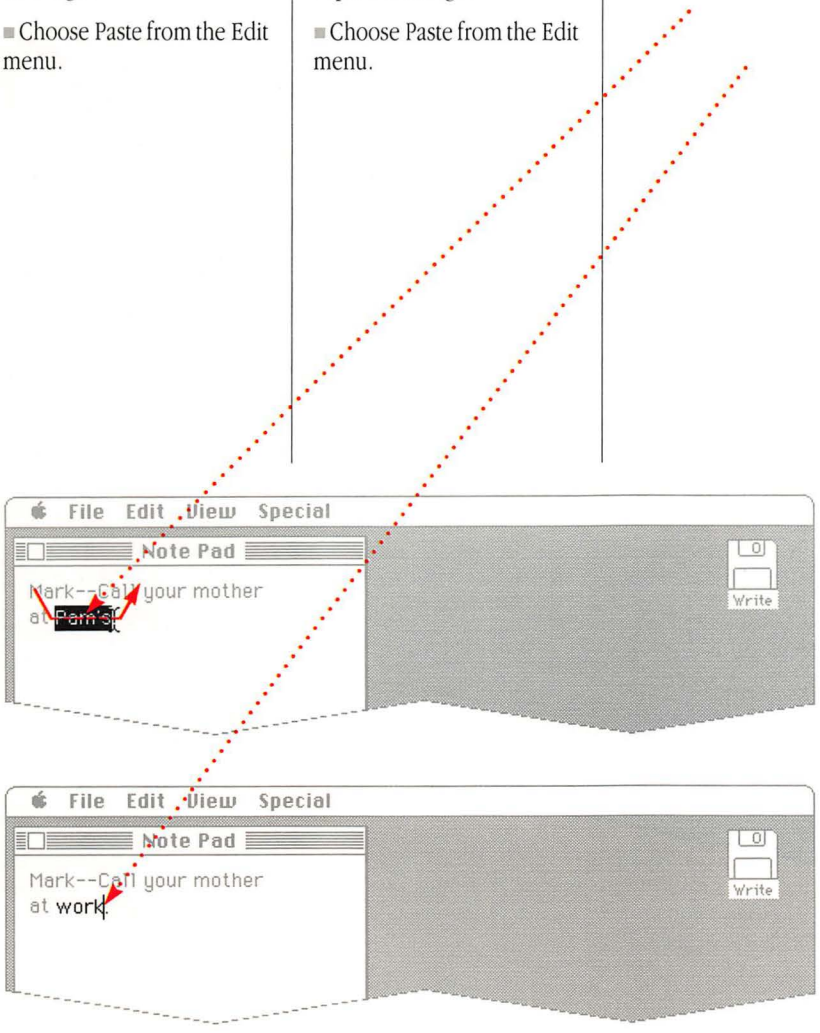
To replace text

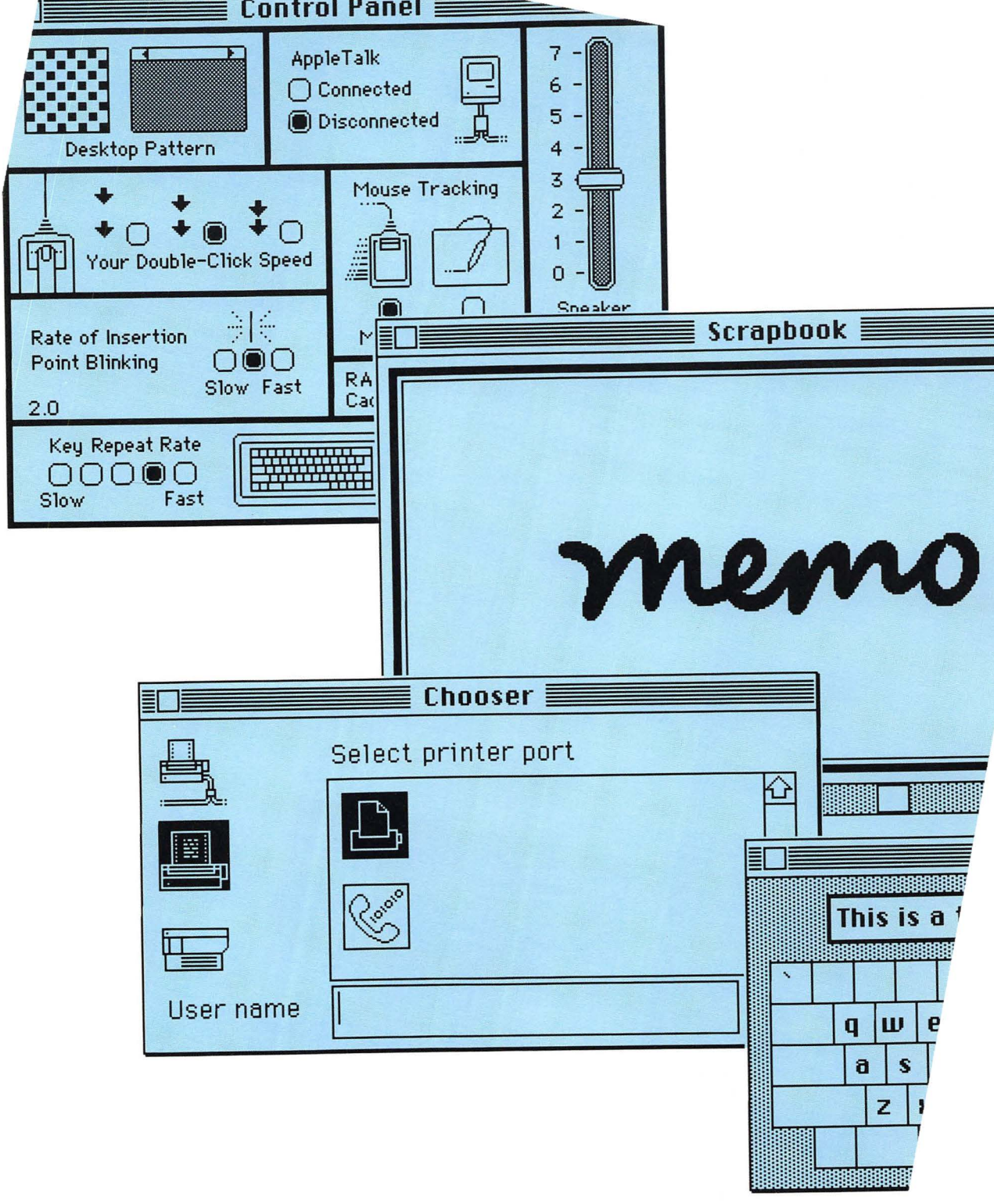
- Select the text by dragging across it.
- Type what you want to replace the text with, or choose Paste from the Edit menu to replace the text with what was last cut or copied.

To remove text

- Select the text by dragging across it.
- Press the Backspace key or choose Cut or Clear from the Edit menu.

If you're really removing the text, rather than moving it, using the Backspace key is the fastest way to do it.



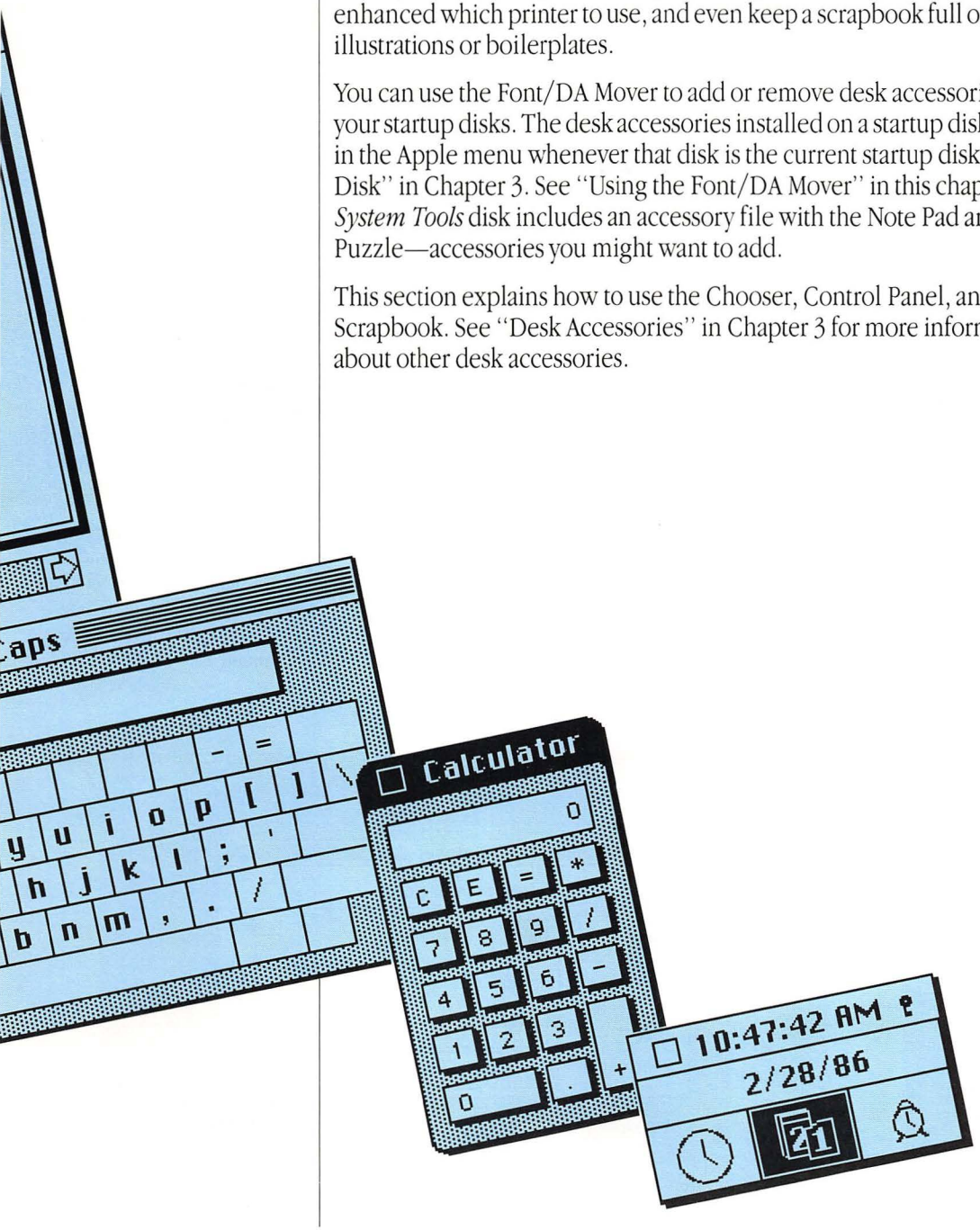

Control Panel
Desktop Pattern
AppleTalk
Connected
Disconnected
7
6
5
4
3
2
1
0
Your Double-Click Speed
Mouse Tracking
Rate of Insertion
Point Blinking
Slow Fast
2.0
Key Repeat Rate
Slow Fast
Scrapbook
memo
Chooser
Select printer port
User name
This is a

Using Desk Accessories

Desk accessories are "mini-applications" you can use in the Finder or while you're using any application. Desk accessories let you do simple calculations while you're working on a word processing document, tell the Macintosh 512K enhanced which printer to use, and even keep a scrapbook full of your favorite illustrations or boilerplates.

You can use the Font/DA Mover to add or remove desk accessories from your startup disks. The desk accessories installed on a startup disk are available in the Apple menu whenever that disk is the current startup disk. See "Startup Disk" in Chapter 3. See "Using the Font/DA Mover" in this chapter. The *System Tools* disk includes an accessory file with the Note Pad and the Puzzle—accessories you might want to add.

This section explains how to use the Chooser, Control Panel, and the Scrapbook. See "Desk Accessories" in Chapter 3 for more information about other desk accessories.



Using the Chooser

The Macintosh 512K enhanced is preset to print documents on an ImageWriter™ from the Printer port; you can use the Chooser to print with other printers or from other ports.

Use the Chooser from the Finder rather than from within applications. If you do use the Chooser within an application, choose Page Setup and confirm the settings you want before you choose Print. Some applications may not let you use the Chooser from within the application.

1. Choose Chooser from the Apple menu.

Make sure you're using at least Finder version 5.1 or later and System file version 3.0 or later on each of your startup disks so the Chooser will appear in the Apple menu. See "Using the Installer" in this chapter.

2. Select the icon that represents the type of printer you want to use.

The Chooser always presents icons that represent the types of printers for which there are printing resources on the current startup disk. See "Using the Installer" in this chapter.

3. Select additional options.

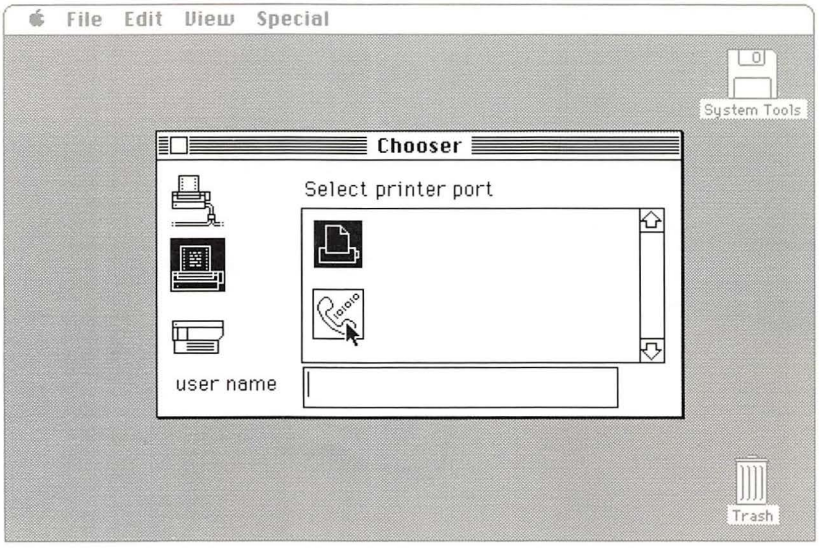
If you are using an ImageWriter, select the icon that represents the port the printer is attached to.

If you're using a LaserWriter, select the LaserWriter name you're using.

If you've installed other printing or device resources, you may have different options, depending on what you've installed.

- Type your name to have the Macintosh 512K enhanced remember who you are.

If you're using AppleTalk, it must be attached and designated as connected in the Control Panel. (Choose Control Panel from the Apple menu.)



Using the Control Panel

Choose the Control Panel from the Apple menu to set your personal Macintosh preferences and to connect or disconnect AppleTalk. See "Control Panel" in "Desk Accessories" in Chapter 3 for more information about the Control Panel.

Make sure you update each of your startup disks to have the current Control Panel. See "Using the Installer" in this chapter.

To set the Desktop Pattern

- Click dots to change them from black to white or vice versa, or drag through a group of dots to change all of them.
- Click the white "menu bar" to see a sample pattern. (Click on the right side of the bar to see the next pattern; click on the left side to back up.)
- Set the pattern by clicking the "desktop" below the white bar.

To connect or disconnect AppleTalk

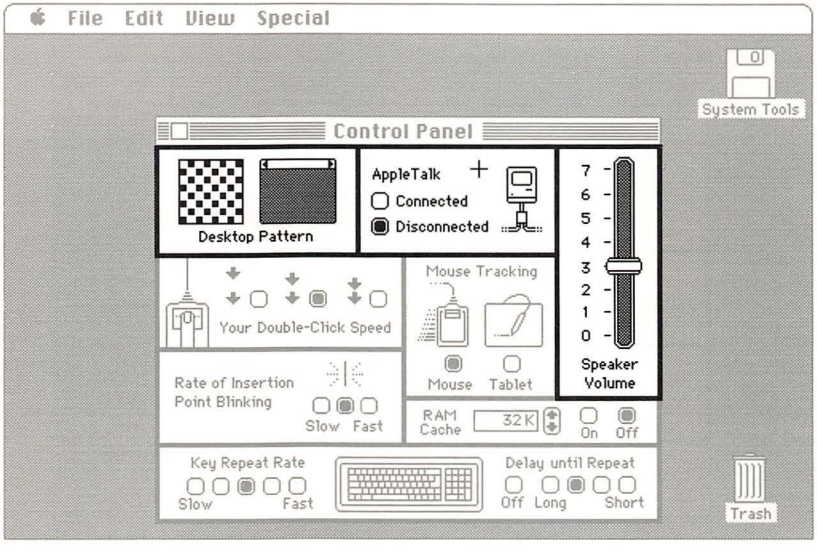
The AppleTalk connection setting in the Control Panel should always match whether you are connected physically to AppleTalk or not. Always connect or disconnect AppleTalk physically first, and then immediately change the setting in the Control Panel to correspond.

- Click Connected if you're physically connected to AppleTalk.
- Click Disconnected if you physically disconnect AppleTalk.

To set the Speaker Volume

- Dial the volume you want by dragging the knob up or down.

Dialing the lowest volume causes the Macintosh 512K enhanced to alert you subtly by blinking the menu bar rather than by beeping.



To set Your Double-Click Speed

- Click the leftmost check box for the Macintosh 512K enhanced to interpret fairly slow successive clicks as a double-click.
- Click the rightmost check box to require a faster mouse-button finger.
- Click the middle check box if you're somewhere in-between.

To set Mouse Tracking

- Click the Mouse check box if you're using a mouse.

You don't have to move the mouse as far as you otherwise would when you want to jump to another part of the screen.

OR

- Click the Tablet check box if you're using a graphics tablet.

The Tablet setting keeps the pointer speed constant.

To set the Rate of Insertion Point Blinking

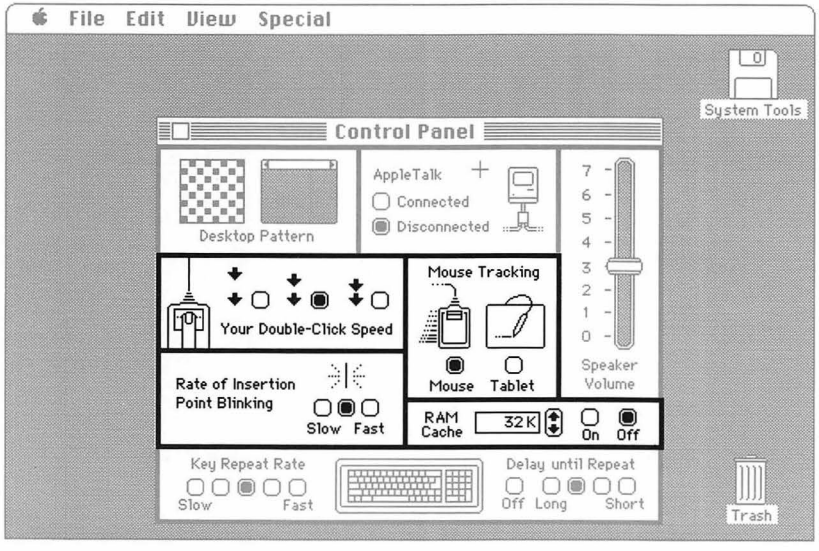
- Click any check box from Slow to Fast to set the rate at which the vertical bar marking the insertion point blinks.

To use the RAM Cache

- Set it On.
- Use the arrows to scroll to the amount of memory you want to use for the RAM cache.

Using the RAM cache can greatly speed up your work with Macintosh. When you use the RAM cache, an application stores some of the information it needs in a part of memory you reserve just for this—the RAM cache. Then, if the application needs the information again, it doesn't have to get it from the disk, but rather can get it much more quickly from the RAM cache in memory.

Of course, using the RAM cache does make less memory available to applications, so you might not want to use it (or use a smaller amount of it) with applications that require large amounts of memory.



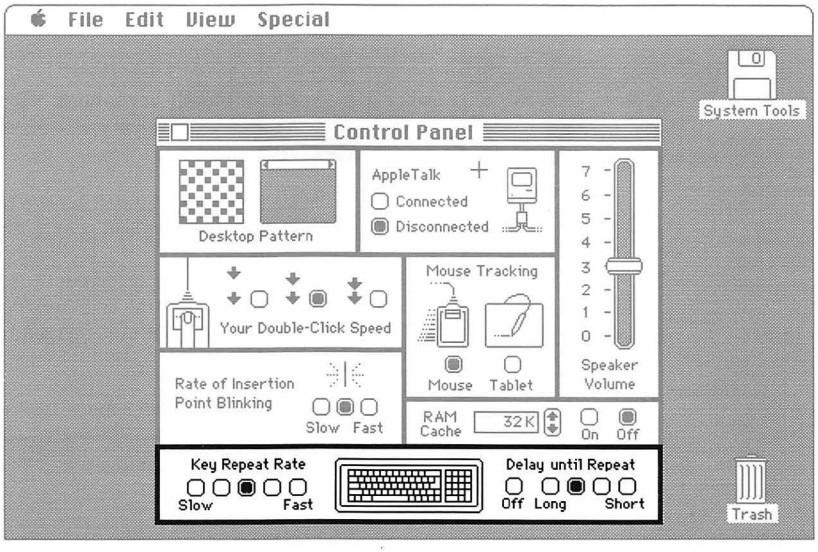
To set Key Repeat Rate

■ Click any check box from Slow to Fast to set the rate at which a pressed key will repeat once it starts repeating.

To set Delay until Repeat

■ Click any check box from Long to Short to set the length of time the Macintosh 512K enhanced waits before repeating a key you're pressing, or click Off to turn off key repeating.

Delay until Repeat sets the length of time the Macintosh 512K enhanced waits until it starts repeating a key you're pressing. Set a longer delay if you're getting a lot of repeated keys when you don't intend them.



Using the Scrapbook

You can paste your favorite pictures and text into the Scrapbook and retrieve them whenever you want to use them again. For example, you might keep your letterheads there. You can cut, copy, and paste images among the Scrapbook, your documents, or any desk accessory that uses text.

The contents of the Scrapbook are stored in the Scrapbook file on the current startup disk. You can move these Scrapbook files among your startup disks to customize the disks with the contents you want. See "Copying or Moving a Document, Folder, or Application to a Different Disk" in Chapter 2 and "Current Startup Disk" in Chapter 3.

Depending on the size and contents of the image you paste into the Scrapbook, you may not see the entire image until you paste it somewhere else.

To add an image to the Scrapbook

- With a document or desk accessory open, select the text or pictures you want to add to the Scrapbook.

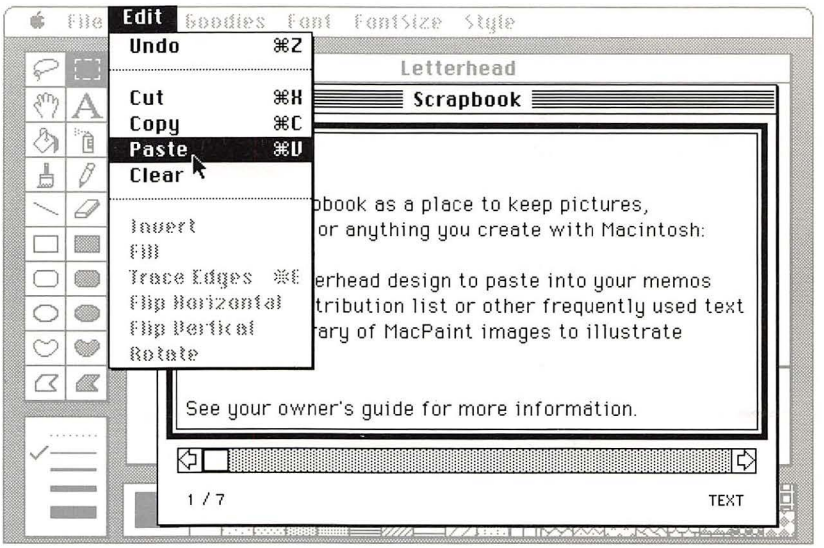
See each application's manual for how to select using that application.

- Choose Cut or Copy from the Edit menu.

Choosing Cut removes the original; choosing Copy just copies it. What you selected is placed on the Clipboard, where it remains until you next choose Cut or Copy.

- Choose Scrapbook from the Apple menu.
- Choose Paste from the Edit menu.

The image is pasted in front of the current image in the Scrapbook. The text on the bottom left tells you the position this image has in the Scrapbook. The text on the bottom right tells whether the image is text or a picture and, if it's from a document rather than a desk accessory, which application the image came from. You can use the scroll bar to look through the Scrapbook. See "Scrolling" in this chapter.



To remove an image from the Scrapbook

- Make the Scrapbook open and active.
- Scroll to the image you want to remove.

See "Scrolling" in this chapter. Whatever you see in the Scrapbook is automatically selected when the Scrapbook is active.

- Choose Cut from the Edit menu.

The image is removed from the Scrapbook.

To move or copy an image from the Scrapbook to a document

- Make the Scrapbook open and active.
- Scroll to the image you want to remove.

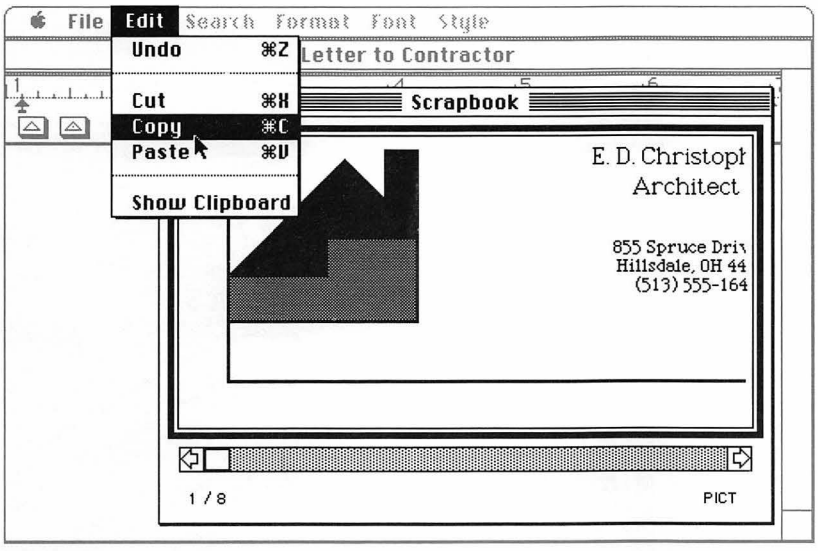
See "Scrolling" in this chapter. The current image is automatically selected.

- Choose Cut or Copy from the Edit menu.

The image is placed on the Clipboard, where it remains until you next choose Cut or Copy.

- If necessary, open the document you want to add the image to. If the document is already open, just click in it to make it the active window.
- Select the place you want the image pasted into.
- Choose Paste from the Edit menu.

The image is pasted into the document.



GENERAL SPROCKET

4th Quarter Summary

flange sales remaining unexpectedly strong

GENERAL SPROCKET

4th Quarter Summary

to inc

ACME Detective A

P.O. Box 2554 Allc

Dear Sid:

Just got back from th
never did find the mis
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shop, though--sho
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DATE: 12 January, 1984

TO: David Allison

Résumé

ROTCH WALTHROP

Experience:

9/75-Present
Product Manager
General Sprocket
Responsible for all 2'-4' aluminum sprocket and flange product lines. Developed marketing and advertising plans for multi-product worm gear family.

6/71-9/75
Marketing

Clement

PRODUCT TESTING - This is the biggest of our potentia

The testing that will be required falls into the foll
catagories:

Boundary (Range/Limit) testing - Accomplished thro
defined testing organization.

Error Testing - Accomplished through a yet to be c
organization.

User Acceptance Testing - Alpha and beta testing
time permits will give a couple of degrees of
confidence.

FORECASTING: -

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O

Date: July 16, 1984
To: Robert
From: Elizabeth

Re: Finance Meeting Agenda

Here are my comments on your proposed a
group meeting next week:

1. Moving: Discussing the moving date se
because there are so many unknowns.

2. Manufacturing Presentation: I'm concerned
giving the technical presentation. I really th

Sarah Walthrop

-- 4 --

A frog's eyes are its most vulnerable
attached to the eyeball can rotat
sockets, pressing them ab
prey or other food



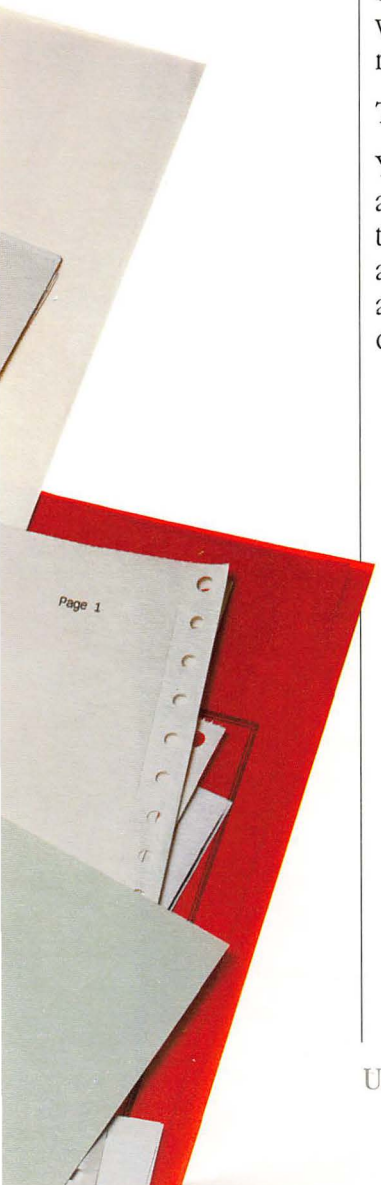
Using the Finder to Manage Documents, Folders, and Applications

This section summarizes how to use the Finder to manage your documents, folders, and applications—how to copy, move, discard, rename, lock, or just rearrange them. It also includes a summary of how to manage your documents when you're using an application. It shows you how the folders you create in the Finder appear when you're saving and opening documents within applications.

How you organize your work on the desktop is up to you. You can "nest" folders one inside the other to create as many hierarchical levels as you want, and you can view the contents of each folder in whatever arrangement gives you the information you want to know—by icon, name, date, size, or type. Choosing a different view from the View menu instantly rearranges the active directory window in the view you choose. For example, you can quickly see which document is taking the most space or which is the latest version of a report you're preparing.

The desktop itself is always arranged by icon.

You can do any of your desktop work with the directories in any arrangement, and you can have different directories in different arrangements at the same time. Every item in a directory is represented by an icon, no matter what arrangement you have the directory in. In any of the text views, the icon is small and appears to the left of each name. You can click, double-click, drag, or Shift-click this icon just as you would its counterpart in an icon view of the directory.



Creating a New Document

You create a new document by opening the application you want to use.

When you're using an application, you can create more documents by choosing New from the File menu. See "Summary of Managing Documents Within an Application" in this chapter.

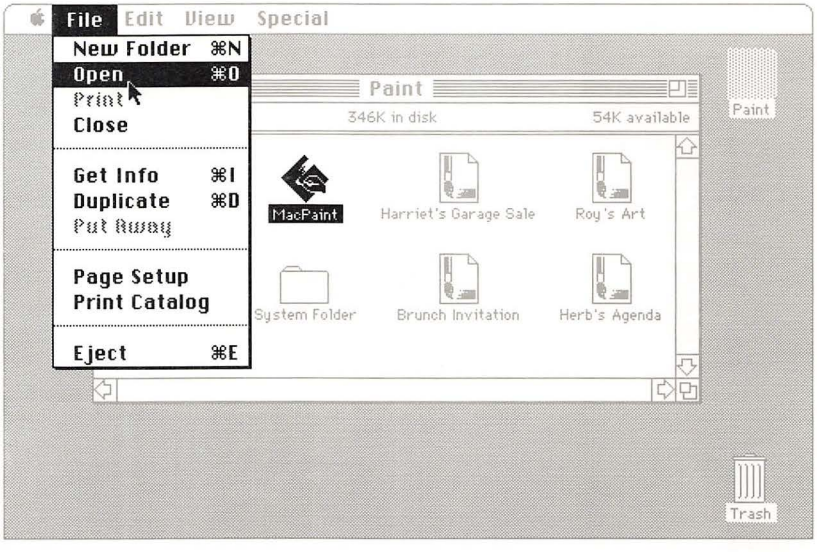
1. Select the icon that represents the application you want to use.

If necessary, insert the disk that contains that application, open the disk icon and any folders you need to, and scroll until you see the application icon.

2. Choose Open from the File menu.

The appropriate application starts, and a new, untitled document appears; you'll name it the first time you save it.

You can also double-click the icon to open it.



Opening an Existing Document

You open an existing document from the Finder by opening the icon that represents the document you want to work on. The application you'll use with that document starts automatically.

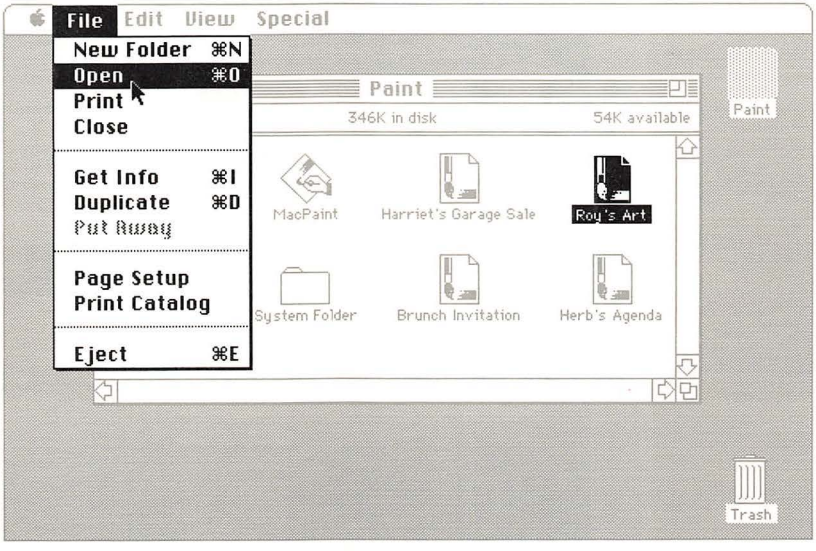
You can also open an existing document while working in an application. See "Summary of Managing Documents Within an Application" in this chapter.

1. Select the icon that represents the document you want to work on.

If necessary, insert the disk or disks that contain that document and the application you used to create it, open the disk icon and any folders you need to, and scroll until the document icon is visible.

2. Choose Open from the File menu.

You can also double-click the icon to open it.



Using Folders

Folders let you create a hierarchy of system files, applications, and documents so you can arrange your work in whatever way you want and get at what you need quickly.

If you work with just a few applications and a moderate number of documents, you might find it easier not to nest many levels of folders within folders. It's easier to see everything that's on a disk without having lots of folders to rummage through. But if you have many documents, and especially if you have a hard disk, folders help you get rid of clutter you're not interested in at the moment, and they greatly speed up access to what you do want.

To create a new folder

■ Choose New Folder from the File menu.

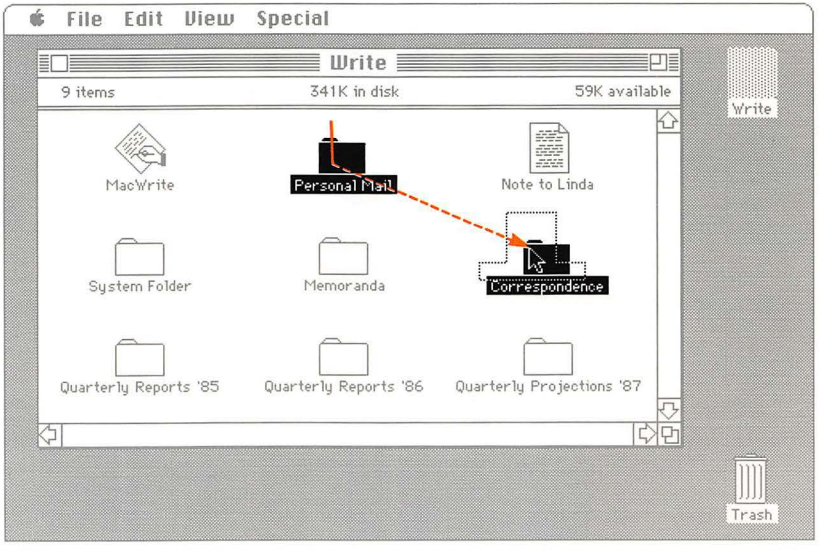
A folder named "Empty Folder" appears in the active window. You can rename it by typing.

To place a folder and its contents inside another folder

■ Drag the folder to the folder icon or window you want it in.

The folder you drag and its contents are placed inside the folder you drag to. If the folder you drag to is on a different disk, the folder you drag is copied rather than moved.

If the folder you drag to already contains a folder with the same name, you'll be asked whether you want to replace the existing folder. Clicking OK replaces the existing folder and its contents with the new folder and its contents, whether or not the folders' contents include duplicate names.



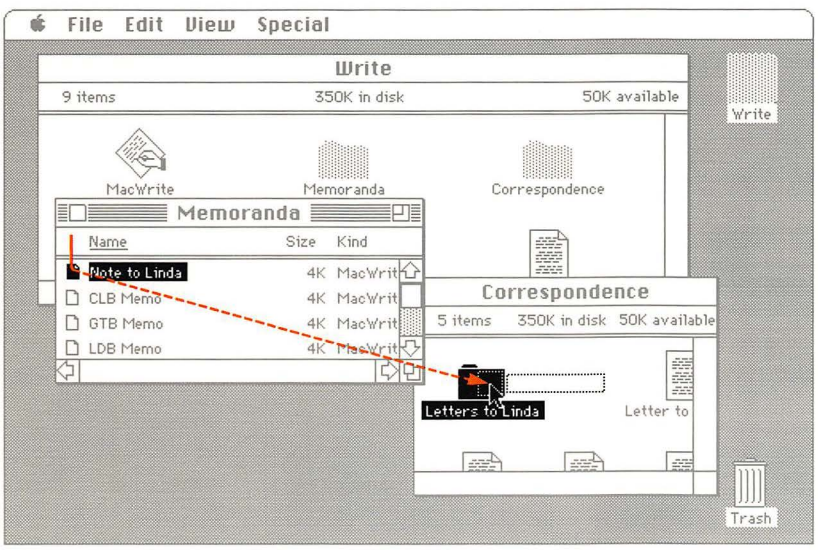
To move a document, folder, or application from one folder to another

■ Drag the item you want to move from the folder it's in to the folder icon or window you want to move it to.

If the folder you're moving the item to is on a different disk, the item is copied, rather than moved, to the new folder. If the folder already contains an item with the same name, you're asked if you want to replace the existing item.

To use folders within an application

See "Summary of Managing Documents Within an Application" in this chapter.



Renaming

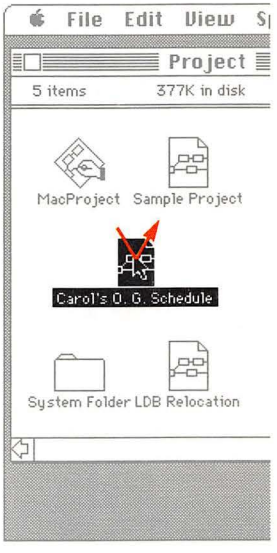
You can rename a document, folder, application, or disk whenever its icon is visible in the Finder.

You can also use the Save As command within an application to save a document with a different name. See "Summary of Managing Documents Within an Application" in this chapter.

1. Select the icon that represents what you want to rename.

If necessary, insert the disk that contains what you want to rename, open the disk icon and any folders you need to, and scroll until you see the icon.

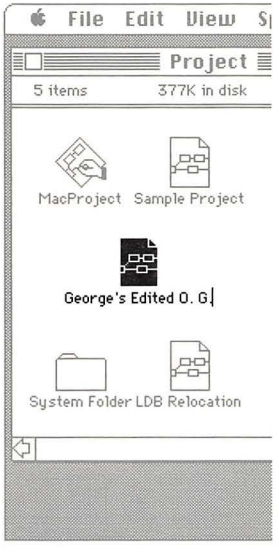
You need to click explicitly on an icon or its name to rename it, even if the icon is already selected. (This prevents your renaming something when you didn't intend to.) There are a couple of exceptions: When you create a new folder by choosing New Folder from the File menu, or when you duplicate an item on the same disk or copy it to a different disk, typing renames whatever's selected, without your having to click on it.



2. Type the new name.

Use names that will help you identify the contents; the more specific the name, the better. Document and folder names can be up to 31 characters long (though a name that long would be a little unwieldy when you drag its icon around), and disk names can be up to 27 characters. You can use any character you can type on the keyboard, except a colon (:). You can use uppercase or lowercase letters and put spaces between words.

The selected text (the old name) is replaced by the new text you type.



3. Or use the Edit menu to edit the text.

See "Editing Text" in this chapter.

Write the name of the disk on the disk label. That way, when the Macintosh 512K enhanced asks you to insert a specific disk, you'll know which one it needs. Also, write the names of the disk's documents on its label.

Copying a Document, Folder, or Application to the Same Disk

You can use the Finder to copy a document, folder, or application whenever you can see its icon. You might do this to make a backup copy. (See also "Copying an Entire Disk" in this chapter.) Or you might want to make a copy of a document to work on without altering the original. For example, you might do this to create forms, letterheads, or templates.

To make a copy of a document while using an application, see "Summary of Managing Documents Within an Application" in this chapter.

1. Select the icon that represents the document, folder, or application you want to copy.

If necessary, insert the disk or disks that contain what you want to copy, open the disk icon and any folders you need to, and scroll until you see the icon.

See "Selecting Icons" in this chapter for how to select more than one icon to duplicate.

2. Choose Duplicate from the File menu.

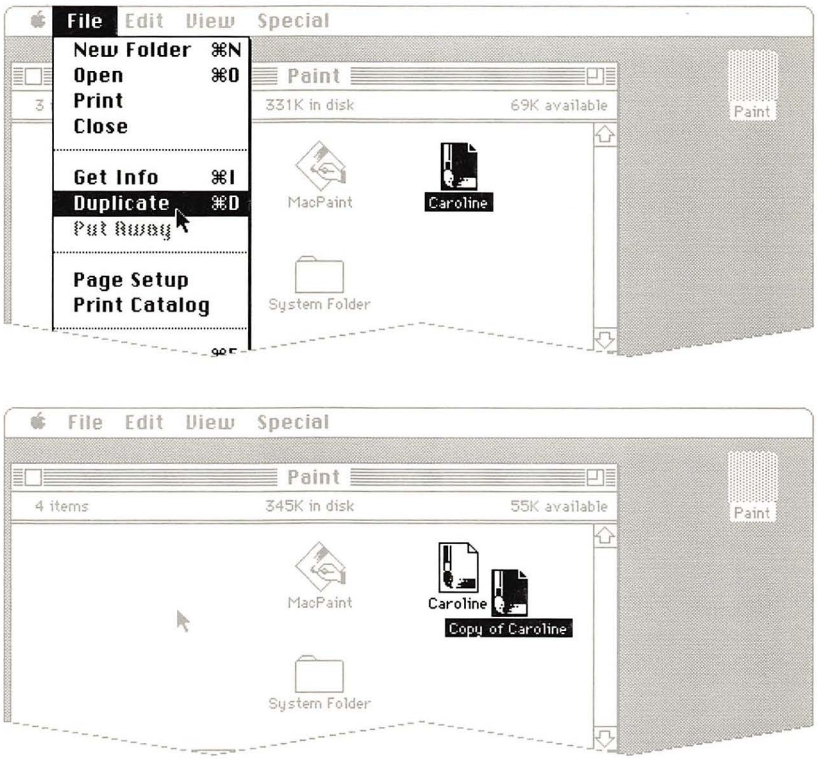
A new icon appears. The duplicate icon has the same name as the original, preceded by the words "Copy of".

You can drag the duplicate copy to any folder or disk icon or window.

The directory of the destination disk or folder can be arranged in any view.

3. Rename the duplicate.

You can rename any duplicate copy of a document or folder by typing immediately after you create the copy. Any other time, you must click the icon that represents what you're renaming before you type the new name. See "Renaming" in this chapter.



Copying or Moving a Document, Folder, or Application to a Different Disk

You can copy a document, folder, or application to another disk whenever both disk icons—the one that holds the source and the one that represents the destination—are present. The source disk must be opened into a directory window, so you can select the document, folder, or application you want to copy; the destination disk can be either in icon form or opened into a directory window.

1. If necessary, insert the disk you want to copy to, so its icon will be present.

2. If necessary, insert the disk that contains what you want to copy.

If you're using a one-drive system, eject the disk you're copying to before you insert the disk you're copying from.

3. If necessary, open the disk icon and any folders you need to and scroll until you see the icon that represents what you want to copy.

4. Drag what you want to copy to the place you want to copy it.

You can drag it either to a disk or folder directory window, or to an icon that represents the disk or folder you want it to be in.

If you drag to a directory window, you can place the icon wherever you want; if you drag to an icon, the Finder places the item in the next available spot. You can also drag to the hollow icon that remains behind when you open an icon.

See "Selecting Icons" in this chapter for how to select more than one icon to copy.

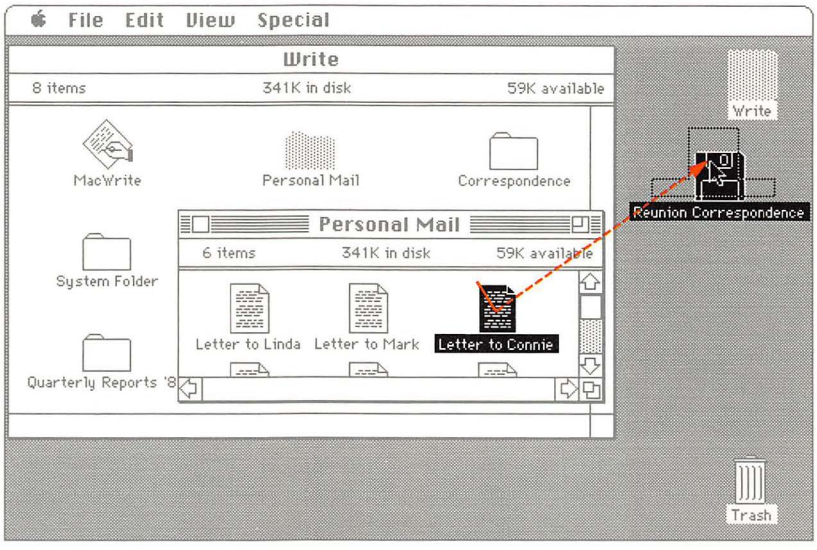
If you're using a one-drive system, the Macintosh 512K enhanced will present a series of dialog boxes, asking you to insert alternately the disk you're copying from and the disk you're copying to.

If the destination disk already contains an item with the same name, you'll be asked to confirm that you want to replace the current contents with what you're copying.

What you copied appears in the window you dragged to. (If you dragged to a disk or folder icon, what you copied will appear in the directory window when you open the icon.)

5. If you're moving rather than copying, drag the original to the Trash.

Whenever you drag from one disk to another, a copy of what you move is left behind for safekeeping. If you want to reclaim the space on the original disk, you can drag the remaining icon to the Trash.



Removing or Recovering a Document, Folder, or Application

You can discard a document, folder, or application whenever its icon is visible. The Trash can be visible as an icon or opened into a directory window.

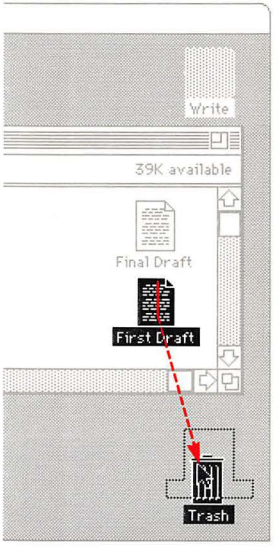
What you discard can usually be recovered until you empty the Trash, start an application, or eject the disk. You can recover a removed document, folder, or application if you can see its icon in the Trash window.

To remove a document, folder, or application

- If necessary, first open the window that contains what you want to remove, and scroll until you see the icon or icons.
- Drag the icon or icons that represent what you want to remove to the Trash icon or window.

See "Selecting Icons" in this chapter for how to select more than one icon to discard. Discard an entire disk by choosing Select All from the Edit menu.

To reclaim the space immediately, choose Empty Trash from the Special menu.



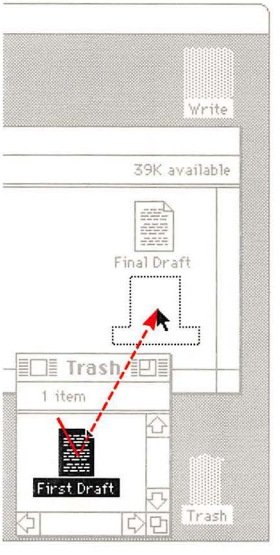
To recover a removed document, folder, or application

You can recover an item as long as its icon is visible in the Trash window.

- If necessary, open the Trash window and scroll until you can see the icon that represents what you want to recover.
- Drag the icon out of the Trash window onto the desktop or into another window.

See "Selecting Icons" in this chapter for how to select more than one icon to recover.

If you can't remember where items in the Trash came from, you can select what you want to recover and choose Put Away from the File menu.



Locking a Document or Application

Locking a document or application prevents it from being renamed or discarded. Locking a document also prevents saving any changes to it. You can, however, open and print locked documents.

See "Disks" in Chapter 3 for how to lock disks physically.

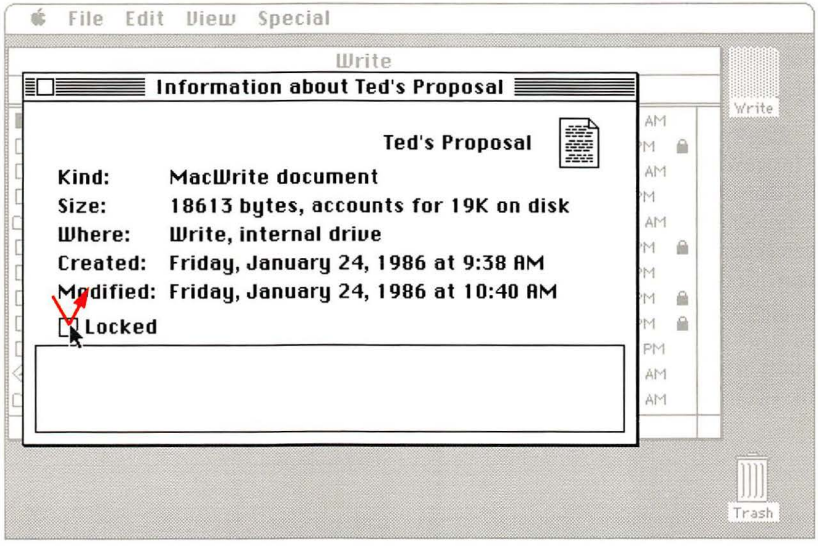
1. Select the icon that represents the document or application you want to lock.

2. Choose Get Info from the File menu.

3. Click Locked.

The Locked box is checked. You unlock a locked document or application by clicking the checked box.

Directories in text views indicate which of your documents and applications are locked by displaying a small padlock on the right.



Printing

In the Finder you can print a document, a group of documents, the contents of the entire screen, the contents of the active window, or a disk or folder directory. You can also create a MacPaint document from the contents of the screen for later printing. You can print a document whenever its icon is visible and a disk that contains its application is currently inserted. When you print from the Finder, the document's application is opened automatically.

To print a document while using an application, see "Summary of Managing Documents Within an Application" in this chapter.

If you're using an ImageWriter, make sure that the printer is ready, the select light is on, and the paper is at the top of a form.

If you're using a printer other than the ImageWriter, if you have more than one printer, or if your printer is attached somewhere other than the Printer port, use the Chooser desk accessory to tell the Macintosh 512K enhanced which printer to use. See "Using the Chooser" in this chapter.

To print a document

- Select the icon that represents the document you want to print.

If necessary, insert the disk or disks that contain the document and the application you used to create it, open the disk icon and any folders you need to, and scroll until you see the document icon.

- Choose Print from the File menu.

One or more dialog boxes may appear, with options for printing your document.

To print a group of documents

- Select the document icons.

See "Selecting Icons" in this chapter for how to select more than one document to print.

If necessary, insert the disk or disks that contain those documents and the application you used to create them, open the disk icons and any folders you need to, and scroll until you see the document icons.

- Choose Print from the File menu.

To create a MacPaint document with the current contents of the screen

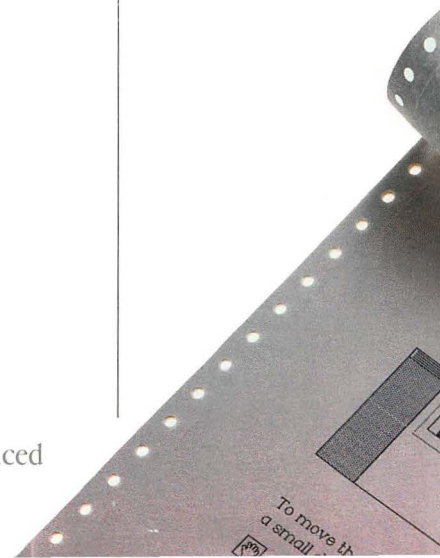
- Hold down both the Command and Shift keys while you type the number 3.

If you're also pressing the mouse button, the action will start when you release the button.



Command key

You can take up to 10 "snapshots" on the current startup disk. Each snapshot appears in the disk directory window, named sequentially from Screen 0 to Screen 9. You can open and make changes to these documents as you do to any existing document. See "Opening an Existing Document" in this chapter. A beep means the snapshot wasn't successful; perhaps the disk is full, or there are already snapshots with those numbers on that disk.



To print the current contents of the entire screen

■ With Caps Lock down, hold down both the Command and Shift keys while you type the number 4.

If you're also pressing the mouse button, the action will start when you release the button.

You can't use this method with a LaserWriter.

To print the current contents of the active window

■ Hold down both the Command and Shift keys while you type the number 4.

If you're also pressing the mouse button, the action will start when you release the button.

You can't use this method with a LaserWriter.

To print a disk or folder directory

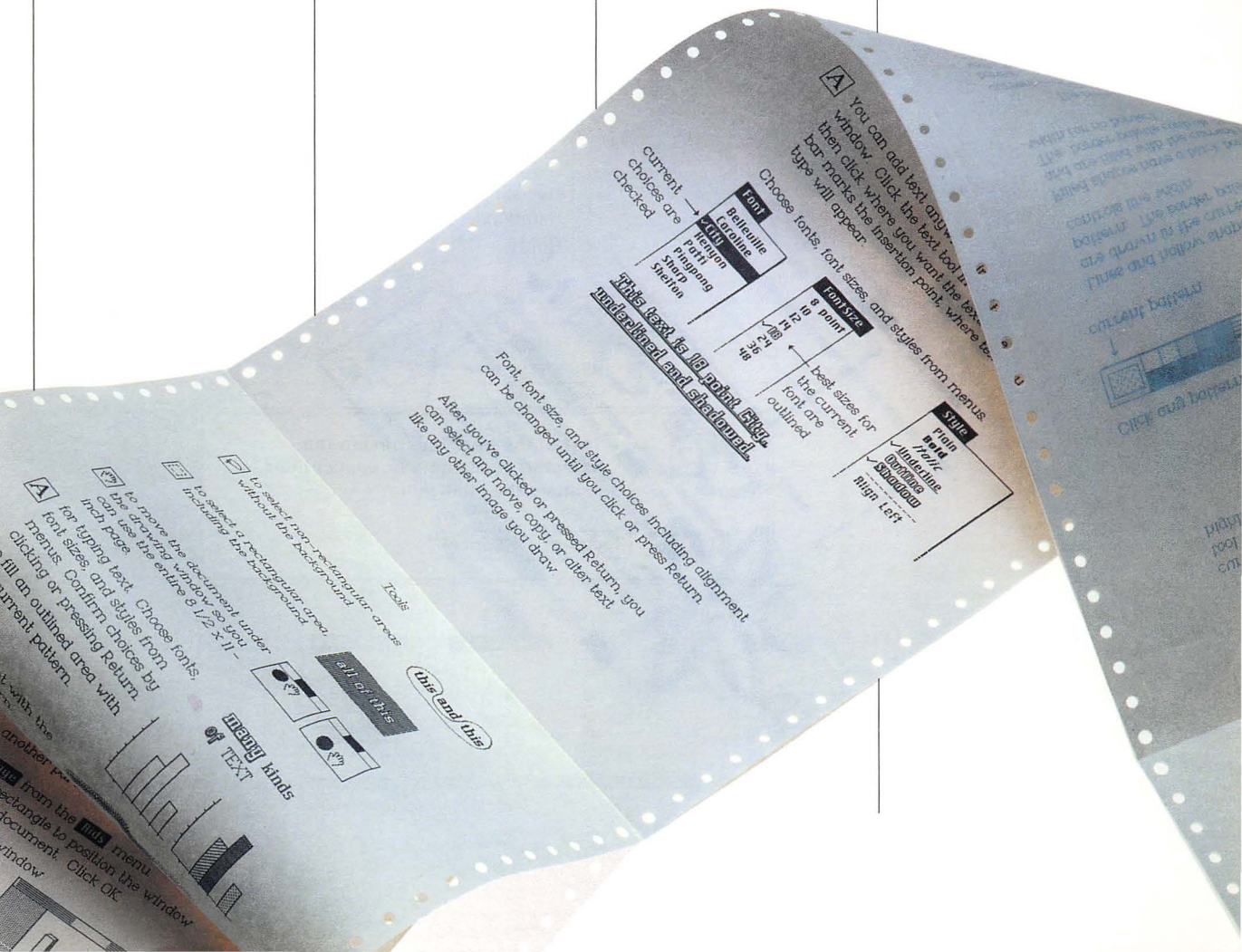
■ In the Finder, make the directory window active.

■ Choose Page Setup from the File menu to set paper size, printing orientation, and other options.

■ Choose Print Catalog from the File menu and select printing options in the dialog box that follows.

■ Select printing options from the choices that appear in the dialog box and click OK or press the Return key.

The directory is printed in whatever view you have it arranged.



Using the MiniFinder

The MiniFinder lets you move among documents and applications faster than you can by returning to the Finder each time you want to work with a different application. You might want to install the documents and applications you use most often in the MiniFinder.

You can install the MiniFinder on any of your disks that contain applications, whether or not they're startup disks. The Macintosh 512K enhanced always starts up with, and applications quit to, any MiniFinder on the current startup disk.

To install what you want to get at quickly in the MiniFinder

- In the Finder, select what you want to place in the MiniFinder.

See "Selecting Icons" in this chapter.

You can select up to 12 mixed or matched documents and applications. The documents and applications you select must be in the same directory window; drag them there if necessary. Any applications you need to work on documents in the MiniFinder must be on the same disk, but they don't need to be in the MiniFinder. If you move an application to a different folder after you've installed the MiniFinder, however, the MiniFinder won't be able to find it.

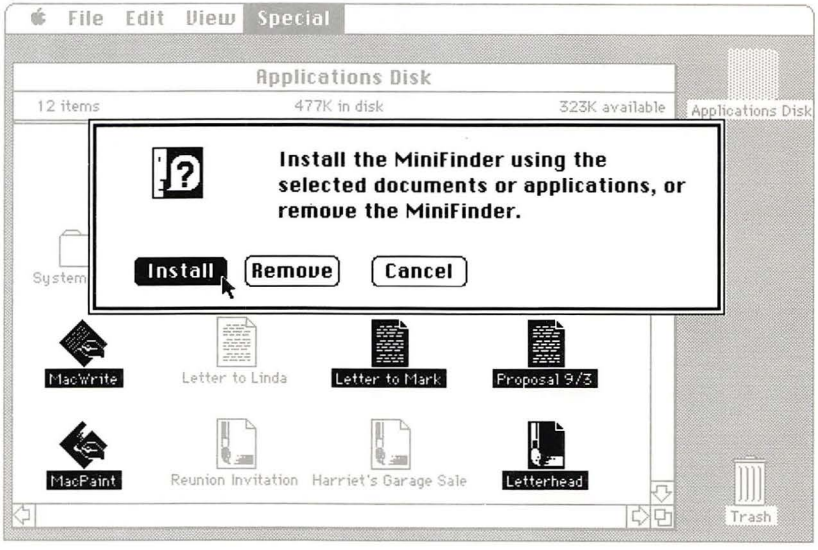
- Choose Use MiniFinder from the Special menu.

If the command is dimmed, check to see if the disk is locked.

- Click Install.

A MiniFinder icon is placed in the System Folder.

The next time you start your Macintosh 512K enhanced using this disk, or quit an application on this disk, the MiniFinder will appear instead of the usual desktop.



To use the MiniFinder

- Open an application or document in the MiniFinder by selecting it and clicking Open or by double-clicking its icon.
- Return to the Finder by clicking Finder or pressing the Enter key.

Click the Drive button or press the Tab key first, if necessary.

- Open other applications on the same or different disks by clicking Open Other.

A dialog box appears. It's the same dialog box you see when you choose Open within an application, but in the MiniFinder you see and open applications rather than documents. See "Summary of Managing Documents Within an Application," which follows.

- Eject any inserted disks and restart the Macintosh 512K enhanced by clicking Shut Down.
- See MiniFinders installed on other disks by using the Eject and Drive buttons.

To change what applications and documents are in the MiniFinder

- In the MiniFinder, click Finder.

Use the Drive button first if necessary.

- In the Finder, select what you want to place in the MiniFinder.

See "Selecting Icons" in this chapter.

You can select up to a total of 12 mixed or matched documents and applications.

The documents and applications you select must be in the same directory window. Drag them there if necessary. Any applications you need to work on documents in the MiniFinder must be on the same disk, but they don't need to be in the MiniFinder. If you move an application to a different folder after you've installed the MiniFinder, the MiniFinder won't be able to find it.

- Choose Use MiniFinder from the Special menu.
- Click Install.

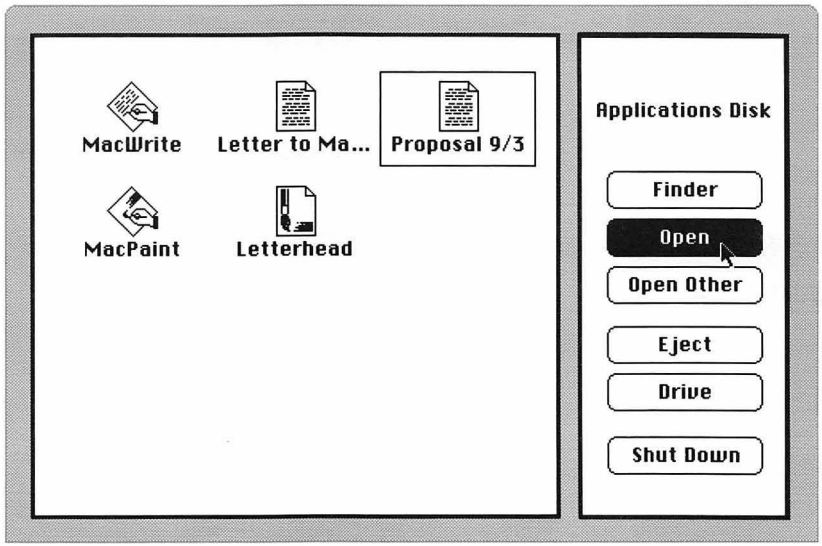
To remove the MiniFinder

- In the MiniFinder, click Finder.

Use the Drive button first if necessary.

- Choose Use MiniFinder from the Special menu.
- Click Remove.

Dragging the MiniFinder icon to the Trash also removes the MiniFinder.



Summary of Managing Documents Within an Application

You can do quite a lot of document management without leaving an application you're using. You can open documents, close them, save them, and print them. And you can organize your work using the same folders you create in the Finder.

If you don't see folders you created in the Finder when you choose Open or Save As within an application, you probably haven't updated the current startup disk, or the disk you're looking at isn't initialized two-sided. See "Using the Installer" and "Initializing Disks" in this chapter.

To create a new document

- If necessary, save any unsaved changes and then choose Close from the File menu to close the current document.

With some applications, you can have just one document open at a time.

- Choose New from the application's File menu.

A new document appears; you'll name it the first time you save it.

To open an existing document

- If necessary, save any unsaved changes and then choose Close from the File menu to close the current document.

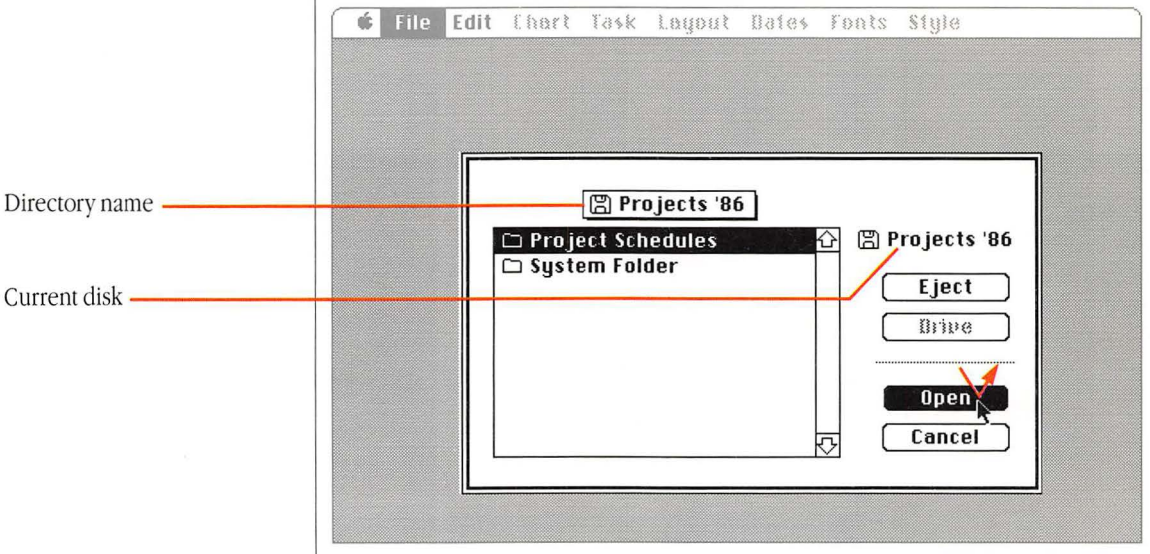
With some applications you can have just one document open at a time.

- Choose Open from the application's File menu.

A dialog box appears, with a directory of the current folder or disk. The directory name (and a folder or disk icon) is above the alphabetized list of the directory's contents; the name of the current disk (and a disk icon) appears to the right.

The folders in this dialog box correspond to the folders you create in the Finder. And you open them in the same way you open folders in the Finder, by selecting them and choosing Open, or by double-clicking them.

Within applications, folders show only the documents the current application can open, even if the corresponding folders in the Finder contain other documents or applications.



■ To see the contents of a folder in the current directory, select its name and click Open, or just double-click its name.

You see the contents (both folders and documents) of the folder you open. You can move down through the entire hierarchy of folders in this same way, opening folders within the currently open folder, until you reach the document you want to open.

■ To move back up the hierarchy of folders, press the directory name and choose the folder or disk directory you want.

A pull-down list appears below the directory name when you press the name or anywhere in the bar that contains the name. Each folder in the hierarchy is in the list, and the disk directory (which includes anything on the disk that's on the desktop or not in any folder) is at the end of the list.

■ To see documents and folders on other disks, use the Drive and Eject buttons.

Clicking Drive (or pressing the Tab key) always brings you to the top level of any disk inserted in a second drive.

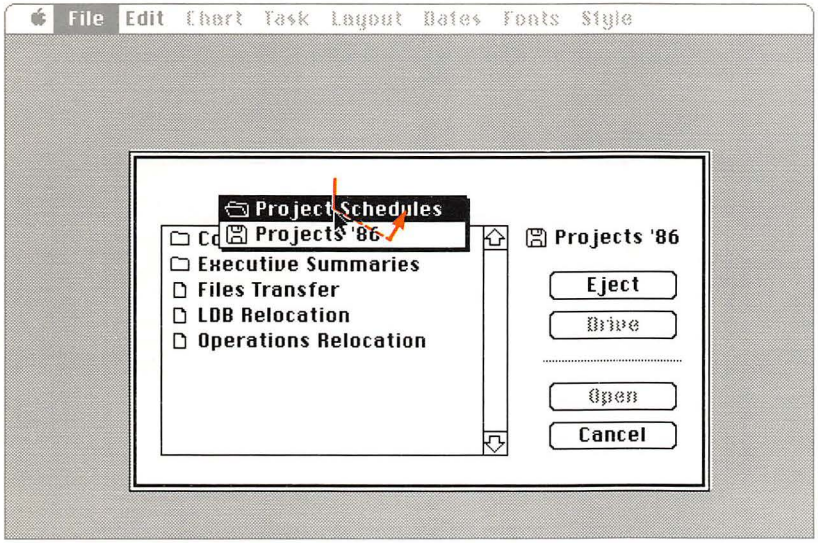
■ Open the document you want to work on by clicking its name and then clicking Open or by double-clicking its name.

To quickly select a document or folder in the current directory, type the character or characters you want to find and select. If you pause while typing, the next character you type is considered a new request rather than a continuation of the old. The Delay Until Repeat setting in the Control Panel controls how long the pause can be before subsequent typing begins a new request.

You can also use the direction keys to move up and down the list of names.

If the disk you're looking at has been initialized one-sided, the disk directory that appears shows no folders, only documents.

You always enter the hierarchy of documents and folders at the place you last opened a document from or saved a document to.



To save a document

A document is stored only temporarily until you save it on a disk.

- Choose Save from the application's File menu.

Use the Save rather than the Save As command for routine, periodic saving of your document. The Save command saves a document with its original name on the same disk. Choose Save As when you want to save the current document with a different name, or to copy it to a different folder or disk.

- If this is a new document that hasn't yet been saved, you see the same dialog box that appears when you choose the Save As command. See "To save a document with a different name, or in a different folder, or on a different disk" in the next column.

To save a document with a different name, or in a different folder, or on a different disk

Whenever you want to save a document with a different name, or save it in a different folder or on another disk, you use the Save As command.

- Choose Save As from the application's File menu.

A dialog box appears, with a directory of the folders contained in the current folder or disk. The directory name (and a folder or disk icon) is above the alphabetized list of the folders it contains; the name of the current disk (and a disk icon) appears to the right.

The folders in this dialog box correspond to the folders you create in the Finder.

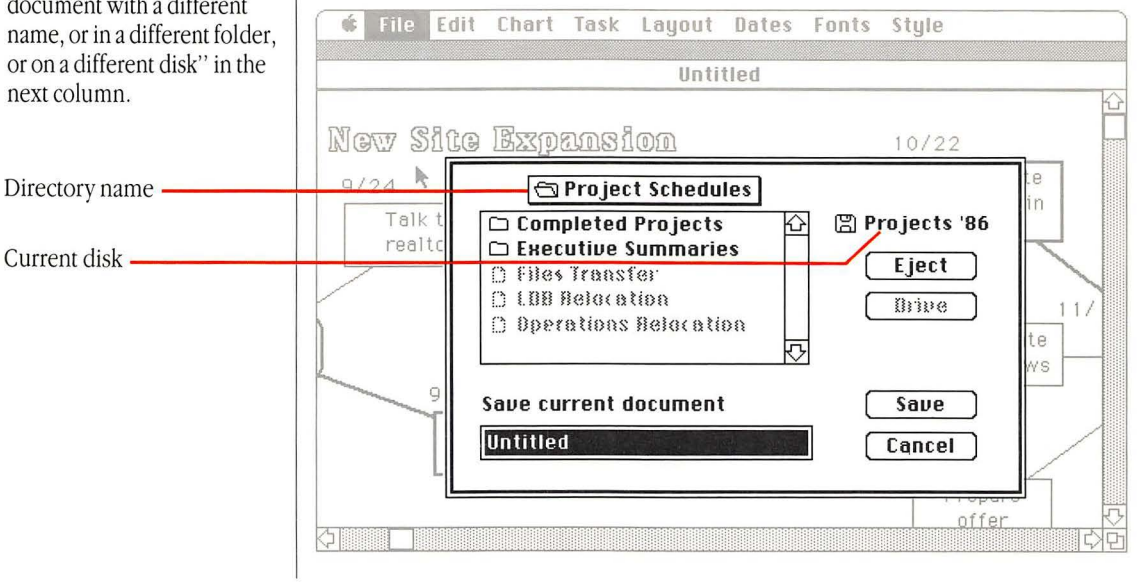
- To see the folders inside a folder in the directory, double-click the folder's name.

You see any folders within the folder you opened. You can move down through the entire hierarchy of folders in this same way, opening folders within the currently open folder, until you open the folder you want to save your document in.

When you're saving rather than opening documents, you see the entire contents of the folder. All items except folders appear dimmed.

- To move back up the hierarchy of folders, press the directory name and choose the folder or disk directory you want.

A pull-down list appears below the directory name when you press the name or anywhere in the bar that contains the name. Each folder in the hierarchy is in the list, and the disk directory (which includes any folder on the disk that's on the desktop or not in any other folder) is at the end of the list.



■ To see folders on other disks, use the Drive and Eject buttons.

Clicking Drive or pressing the Tab key always brings you to the top level of any disk inserted in a second drive.

■ Type a new name for the document if it's a new document or if you want to change the current name; otherwise it will be saved with the same name.

You can use any character or symbol on the keyboard except a colon (:). You can use uppercase or lowercase letters and put spaces between words. Names can be any length up to 31 characters, but long names can become unwieldy. It's usually best to limit them to the space you have to type them in.

■ To save the current document in the folder named at the top of the list, click Save.

If the disk you're looking at has been initialized one-sided, the disk directory that appears shows no folders, only a blank disk directory. The document will be saved at the disk level of the hierarchy, without being placed in a folder.

You always enter the hierarchy of documents and folders at the place you last opened a document from or saved a document to.

Even though more than one document on a disk can have the same name as long as they're in separate folders, it may be easier to keep track of documents if you give each version a different name.

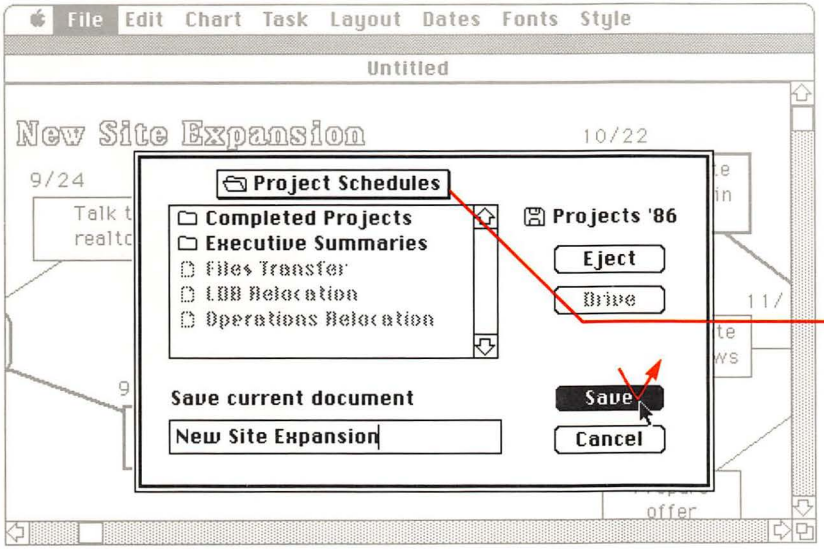
To print a document

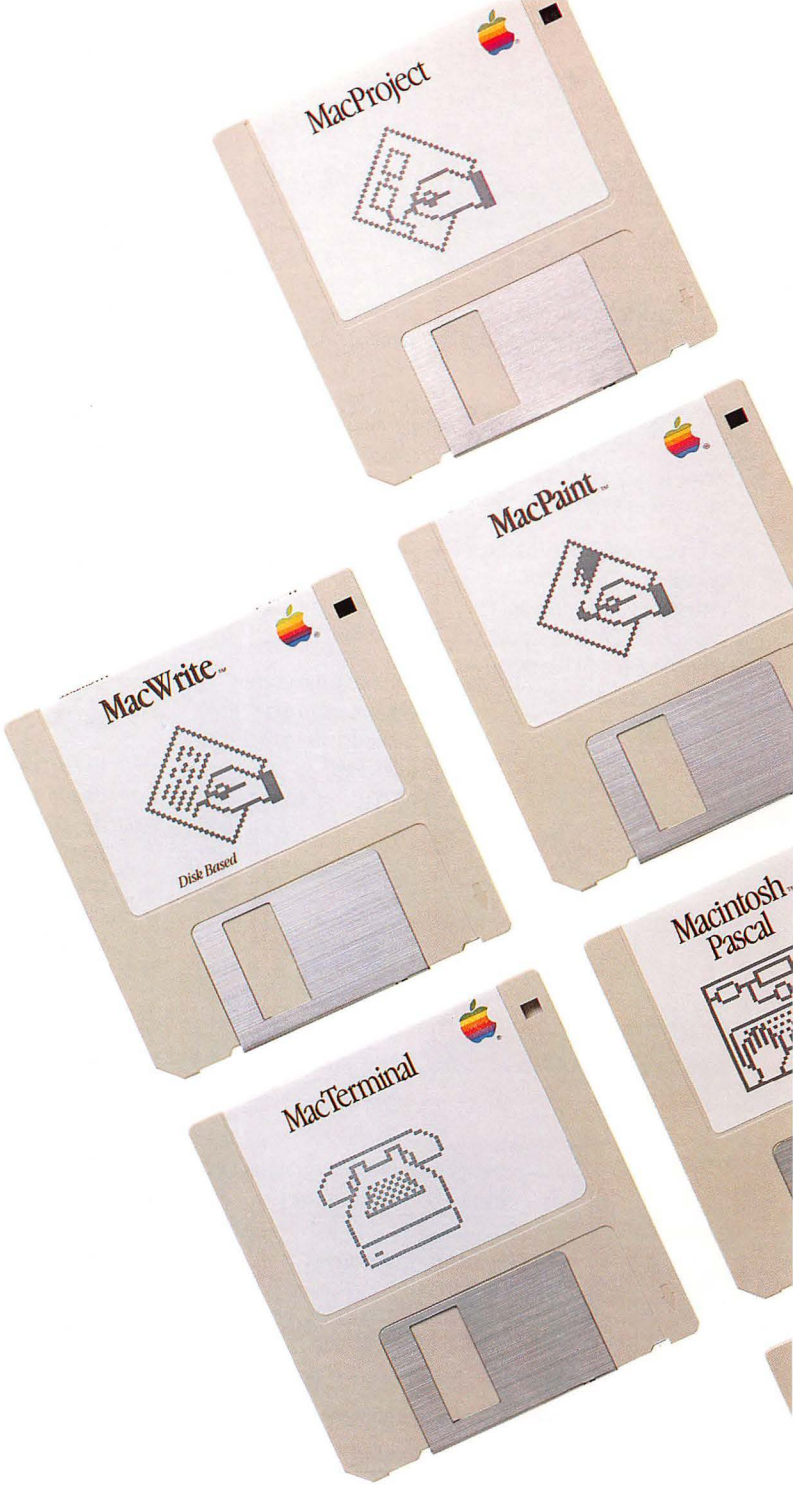
If you're using a printer other than an ImageWriter, if you have more than one printer, or if your printer is attached somewhere other than the Printer port, use the Chooser desk accessory to tell the Macintosh 512K enhanced which printer to use. Some applications may not let you use the Chooser; choose Quit and use the Chooser in the Finder. And with most applications, it's generally better to use the Chooser in the Finder rather than within the application. See "Using the Chooser" in this chapter.

■ Choose Page Setup to set printing options such as page orientation and paper size.

■ Choose Print from the File menu.

In most applications, one or more dialog boxes appears. You can click the various options to control the way your printed document will look. See "Printing" in this chapter for information about printing from the Finder.

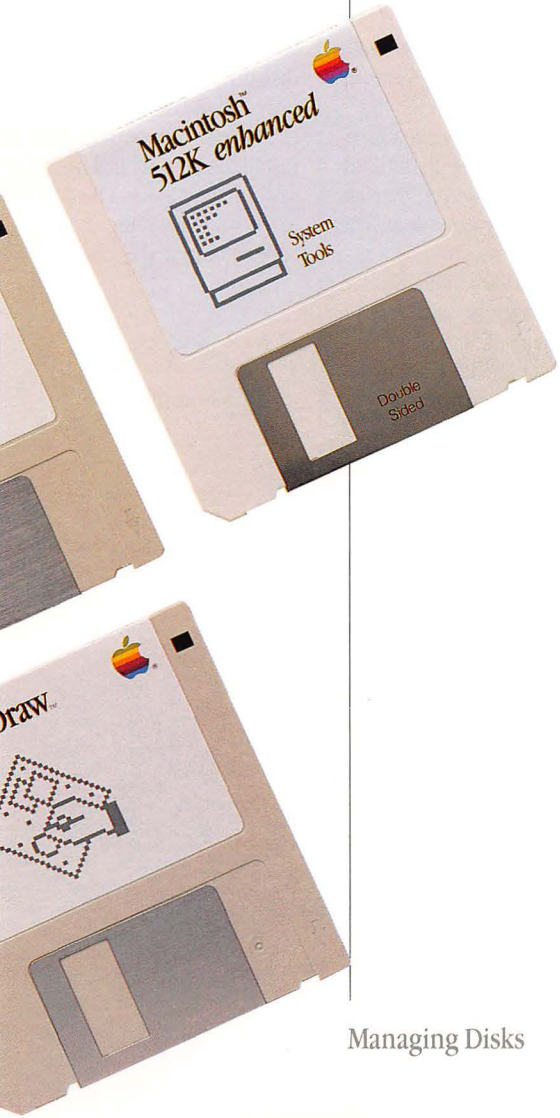



MacProject
MacPaint
MacWrite
Disk Based
Macintosh
Pascal
MacTerminal

Managing Disks

You'll use the Finder to manage entire disks as well as the documents, folders, and applications on them. Renaming disks works the same as renaming any icon. See "Renaming" in this chapter.

Chapter 3, "Reference," contains additional information about disks.



Initializing Disks

Whenever the Macintosh 512K enhanced encounters a disk it can't interpret, a dialog box appears and asks whether you'd like to initialize the disk. With the Macintosh 512K enhanced 800K disk drive, you have three choices—to initialize the disk with either a one-sided or two-sided format, or to eject without initializing.

In general, initialize single-sided (400K) disks (they're beige in color) one-sided, and double-sided (800K) disks (they're white) two-sided. Disks that are initialized one-sided don't show any folders when you use directories within applications (whenever you choose Open or Save As from the application's File menu). To use folders within applications, you need both a double-sided disk initialized two-sided and a startup disk with Macintosh 512K enhanced software.

Even when you initialize a disk two-sided, you always insert disks in the same way, metal end first, label side up. The disk drive is able to get information from both sides of the disk.

If the uninitialized disk is in an external 400K disk drive, you're offered just two choices—initialize the disk (one-sided) or eject.

In the Finder you can also initialize disks that have information on them by choosing Erase Disk from the Special menu. This erases everything on the disk and gives you the same initialization choices you get with a new disk.

You can initialize disks from within an application without losing any information in memory, so you can initialize them as you need them.



To initialize both sides of a double-sided disk

- Insert a double-sided (800K) disk you want to initialize.
- Click Two-Sided.
- If necessary, type a name for the disk.

To avoid confusion, be sure to give disks different names.

This installs the hierarchical file system that lets you use folders within an application as well as in the Finder. Whenever you choose Open or Save As or save an untitled document while you're in an application, you'll see and be able to use the same folders you use in the Finder. See "Using Folders" and "Summary of Managing Documents Within an Application" in this chapter.

Once you've initialized a disk with the two-sided format, you can't use it in a 400K disk drive because the 400K disk drive won't be able to read it. You'll be asked if you want to initialize the disk, and clicking Initialize will erase everything on the disk.

Never initialize a single-sided disk with the two-sided format. The second side of the disk has not been tested for reliability, and you could lose all the information on the disk.

To initialize a disk so you can use it in a 400K disk drive

- Insert the disk you want to initialize.
- Click One-Sided.
- If necessary, type a name for the disk.

To avoid confusion, be sure to give disks different names.

You can initialize an 800K disk one-sided. This will let you use this disk in a 400K disk drive; however, it makes only half the disk space available to you and it doesn't install the hierarchical file system, so you won't be able to use folders within applications on this disk.

Ejecting a Disk

To get information from or save information on a disk not currently inserted, you sometimes first need to eject a currently inserted disk.

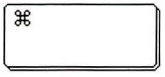
If the Macintosh 512K enhanced needs the ejected disk later, it will ask for it.

1. Select the icon that represents the disk you want to eject.

Or you can make the disk directory window active if you've opened the icon.

2. Choose Eject from the File menu.

Or hold down the Command key and type the letter "e".



Command key

Dragging a disk icon to the Trash both ejects the disk and removes the icon from the desktop. (The Macintosh 512K enhanced won't ask for it again.) If you drag the current startup disk to the Trash, the Macintosh 512K enhanced ejects the disk but doesn't remove its icon.

Choosing Eject usually ejects a disk (if one's inserted and it's not a hard disk), even if none is selected. The Finder looks for an inserted disk to eject.

Choosing Shut Down from the Special menu also ejects any inserted 3 ½-inch disks and restarts the Macintosh 512K enhanced.

Creating a Startup Disk

The Macintosh 512K enhanced needs certain information to be able to start up the system. Disks that contain this information (in system files such as System and Finder in the System Folder) are called **startup disks**. Since this information can take a fair amount of room on a disk, you probably won't want to have all your disks be startup disks, especially if you're using more than one disk drive. You do need to use a startup disk each time you start your Macintosh 512K enhanced.

In the Finder, the current startup disk's icon appears in the top right corner of the desktop.

See "Startup Disks" in Chapter 3.

1. Insert the *Macintosh 512K enhanced System Tools* disk.

You can also use any startup disk that has Macintosh 512K enhanced system files on it—including Finder version 5.1 or later and System file version 3.0 or later. You can check a startup disk's Finder version by starting up with that disk and choosing About the Finder from the Apple menu. Check a System file's version number by selecting the System file in the System Folder and choosing Get Info from the File menu.

If you're using a one-drive system, eject this disk before going on to the next step, by choosing Eject from the File menu.

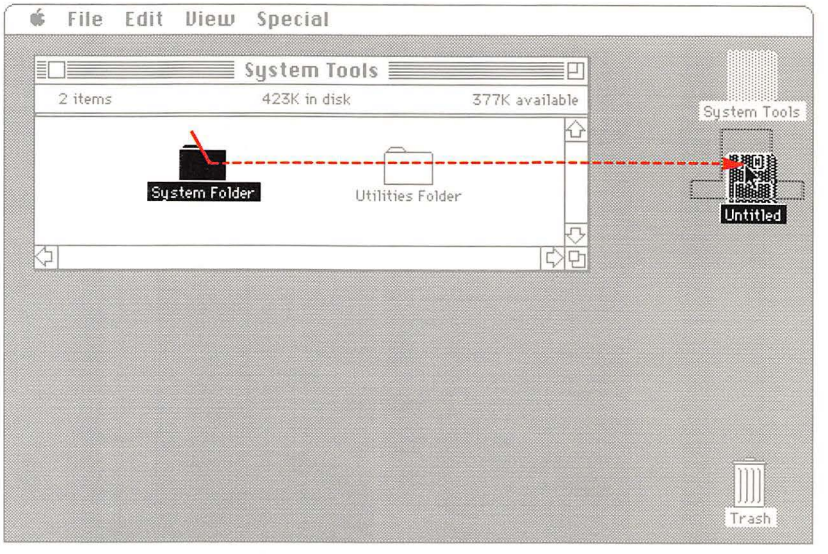
2. Insert a new double-sided (800K) disk, click the two-sided option, and name the disk.

See "Initializing Disks" in this chapter.

3. Drag the System Folder to the new disk icon.

You can add any applications you want on the startup disk. See "Copying or Moving a Document, Folder, or Application to a Different Disk" in this chapter.

To turn a startup disk into a non-startup disk (a disk just for storing documents): start the system using any disk other than the one you want to be a non-startup disk. Insert the disk you want to change to a non-startup disk. Drag the System Folder to the Trash.



Copying an Entire Disk

You can copy an entire disk whenever you can see both its icon (the source disk icon) and the icon of the disk you want to copy to (the destination disk icon).

Give each disk a unique, meaningful name (either when you're asked to name a new disk or after you finish the copying process). If each disk has its own name, it will be easier to keep track of your documents, and you'll know which disk to insert when the Macintosh 512K enhanced asks you for a specific disk. See "Names of Disks and Documents" in "Disks" in Chapter 3.

1. Insert both the source disk and the destination disk.

If necessary, first eject any other disk by selecting its icon and choosing Eject from the File menu. If you're using a one-drive system, insert and eject the destination disk, and then insert the source disk.

Start your Macintosh 512K enhanced using a disk other than the one whose contents you want to replace; you can't replace the contents of the current startup disk.

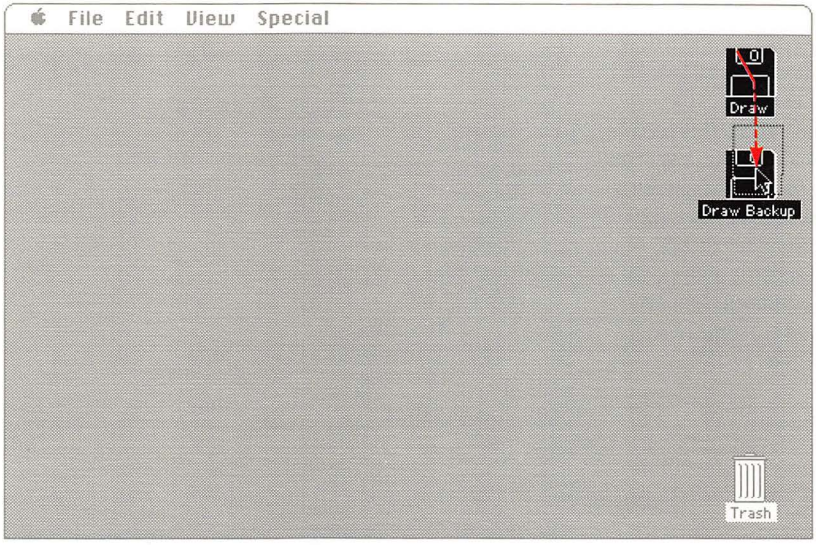
If the destination disk is a new disk, you'll be asked if you want to initialize it. See "Initializing Disks" in this chapter.

2. Drag the source disk icon to the destination disk icon.

You'll be asked to confirm that you want to replace the existing contents of the destination disk with the contents of the source disk.

The Macintosh 512K enhanced will tell you if there's not enough room on the destination disk—if you're trying to copy a full 800K disk to a 400K disk, for example.

If you're dragging to a hard disk, the contents of the hard disk aren't replaced. Rather, the contents of the disk you drag to it are added to the hard disk.



Using the Font/DA Mover

As new fonts and desk accessories become available, you may want to add some of them to your startup disks so you can use them whenever you use an application with those disks. But fonts and desk accessories can take up a fair amount of space on a disk, so you probably won't want a complete set on every startup disk. The Font/DA Mover (Font and Desk Accessory Mover) is an application for copying fonts and desk accessories among disks or removing them from disks.

The Apple and Font menus for any application always contain the fonts and desk accesories that are in the current startup disk's System file (a file in the System Folder). You can also store collections of fonts and desk accesories in special font and desk accessory files the Macintosh 512K enhanced uses just for that purpose. The *System Tools* disk includes two desk accessories—the Note Pad and the Puzzle—in an accessory file and special fonts in a fonts file you may want to add to some of your startup disks.

1. Select the Font/DA Mover icon and choose Open from the File menu, or just double-click the icon.

The Font/DA Mover is included on the *System Tools* disk. You can open it there or copy it to any other disk. See "Copying or Moving a Document, Folder, or Application to a Different Disk" in this chapter.

You can also open any font or desk accessory file to open the Font/DA Mover automatically.



A desk accessory file



A font file

2. Click either the Font or the Desk Accessory button, depending on what you want to add or remove.

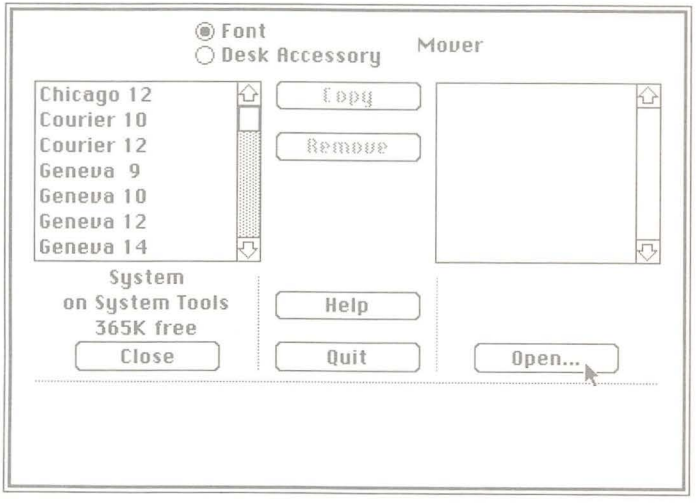
The list on the left includes all fonts or desk accessories in the System file on the current startup disk, whether the disk is in the internal or external disk drive. (If you open a font or desk accessory file instead of Font/DA Mover, the list on the left shows the contents of that file.)

3. Use the Open buttons to present lists of any other System, font, or desk accessory files on any inserted disk.

If necessary, first click Close to close the file currently displayed. Each Open button lets you control what's displayed in its list. Both the file you're looking at and the disk it's on are shown below each list.

Whenever you click an Open button, a dialog box appears with a directory of folders and documents on the current disk or in the current folder. See "Summary of Managing Documents Within an Application" in this chapter.

Use the Eject or Drive buttons to look at font or desk accessory files on other disks. The name of the disk you're looking at is always shown at the top right.



4. Open the file you want to look at by selecting its name and then clicking Open or by double-clicking its name.

You can look at and work with any existing System, font, or desk accessory files. The Fonts and desk accessory files on the *System Tools* disk contain fonts and desk accessories you may want to add to some of your startup disks.

■ If you'd like, create a new file for your own collection of fonts or accessories by clicking New, naming the file, and clicking Create.

5. Select the fonts or desk accessories you want to copy or remove.

You can select from either list. Click to select a single font or accessory, hold down the Shift key while you click additional single fonts or accessories, or drag to select a group. Shift-click to deselect a selected file. The number of bytes selected is displayed as well as the amount of space available on the disk. Both the name of the current file and the name of the disk it's on are displayed below each list.

When a single font is selected, the name, size, and a sample of the font are shown at the bottom of the window; when more than one font is selected or when a desk accessory is selected, nothing is displayed.

6. Click Copy to copy the selected fonts or accessories in the direction the arrows point, or click Remove to remove them.

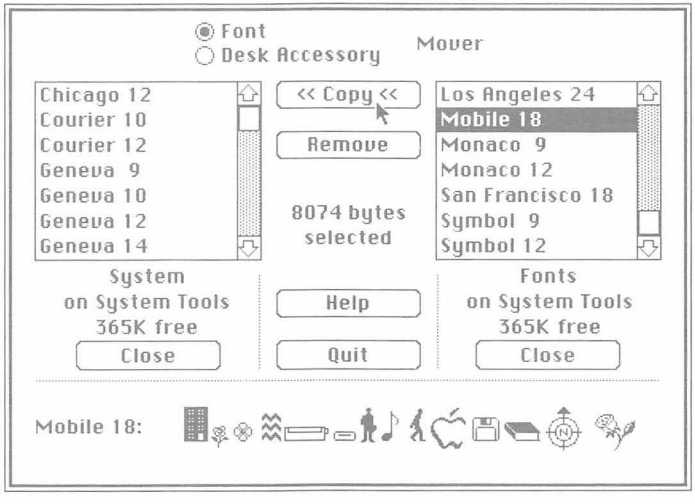
Clicking Copy copies the fonts or desk accessories to the opposite file; clicking Remove removes them from the file they're in. If a font or accessory with the same name as one you selected already exists in the opposite list, it will be replaced by the selected font or accessory. If you remove all fonts or accessories from a font or accessory file, the file itself will be gone the next time you click Open. You can't remove certain fonts the System needs.

Only fonts and desk accessories in the current startup disk's System file are available to applications you use with that disk. You're limited to 15 desk accessories in a System file.

7. Click Quit.

In the Finder, you can drag any font or accessory files you no longer need to the Trash, or copy or move these files between disks. See "Copying or Moving a Document, Folder, or Application to a Different Disk" in this chapter. Opening any font or accessory file automatically opens the Font/DA Mover.

You can use the Font/DA Mover to create an auxiliary set of fonts or accessories. Later you can move the current System file fonts or accessories to another font or accessory file you create, and then copy the auxiliary file to your System file. You can use the Font/DA Mover to alternate between the two files (or any others you create) whenever you want.



Using the Installer

Applications you purchase may not always include the latest system files on their startup disks. (See "Startup Disks" in Chapter 3.) Each startup disk you use with your Macintosh 512K enhanced should have the latest system files available—at least Finder 5.1 or later and System file 3.0 or later. You can check the Finder version number on a startup disk by starting up with the disk and choosing About the Finder from the Apple menu. You can check the System file version number by selecting the System icon in the System Folder and choosing Get Info from the File menu.

With a startup disk that's not updated, folders and all their contents may not appear when you choose Open or Save As within an application, or folders may appear empty within the Finder. If this happens, just update the startup disk; your "missing" folders and their contents will reappear. Also, if you don't update, characters you type on the keyboard may produce the wrong results in certain applications.

There are three ways to update to Macintosh system software:

- ☐ Create a new startup disk by copying Macintosh system files to a new, double-sided disk. This lets you start from scratch, re-creating each of your application disks with twice as much space and Macintosh 512K enhanced system features. See "Creating a Startup Disk" in this chapter.
- ☐ Copy Macintosh system files to an existing startup disk. This replaces the existing System file and Finder. The startup disk remains in whatever format it was—one- or two-sided.
- ☐ Use the Installer to modify an existing startup disk. This updates the System file while keeping any customization it has, such as fonts, accessories, or hard disk resources. The Installer also updates the Finder to version 5.1 or later and updates any printing resources on the disk.

Using the Installer is necessary when you're using a copy-protected application on the startup disk or an application or a hard disk requires a specially modified System file. (With the Hard Disk 20™ you can either use the Installer or drag system files.)

Other Installer options add or update printing resources for the ImageWriter, LaserWriter, or AppleTalk ImageWriter. You need a corresponding printing resource for each printer you use with a startup disk.

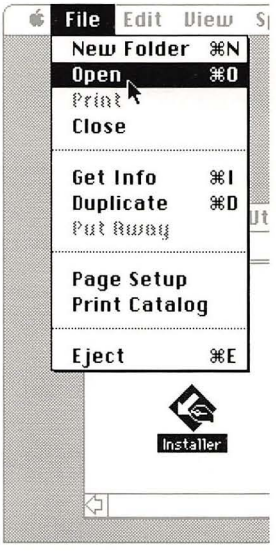
1. Start the Macintosh 512K enhanced using the disk that contains the Installer.

You can't replace the system files on the current startup disk.

The Installer is in the Utilities Folder on the *System Tools* disk. Use it there or copy the Installer, the System Folder, the Font/DA Mover, and Installer Scripts folder to another disk.

2. Open the Installer.

Either select the icon and choose Open from the File menu or just double-click the icon.



3. Insert the startup disk you want to update.

If you have a one-drive System, first eject the disk that contains the Installer.

The Installer will update the disk named at the top right.

4. Click Macintosh 512K enhanced and any other printing resources you want.

Installing Macintosh 512K enhanced automatically updates any existing printing resources on the disk. You can also select any printing resources you want to add.

You can use the Font/DA Mover to customize the disk with the fonts and desk accessories you want to use with it. See "Using the Font/DA Mover" in this chapter.

5. Click Install to install what you selected.

You can also click Remove to remove what's selected.

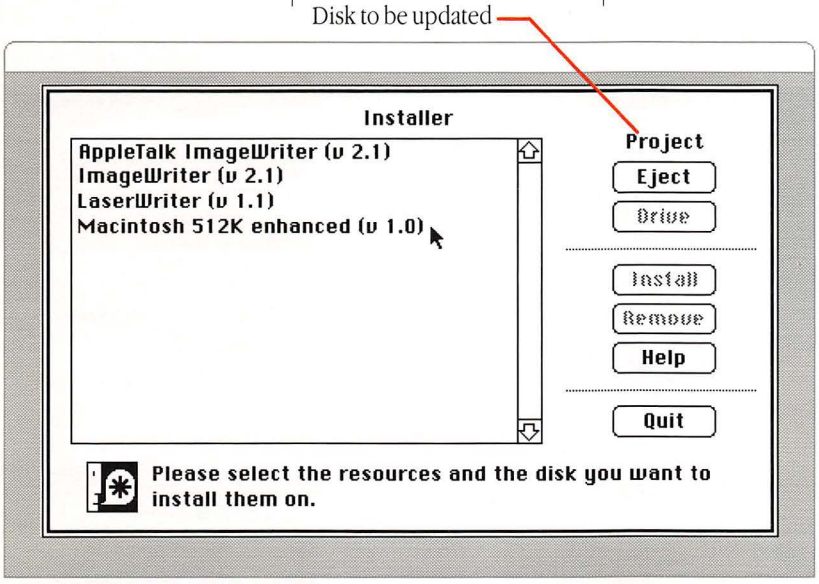
A Note About Hard Disk 20:

If you purchase a new Hard Disk 20, once you connect it to your Macintosh 512K enhanced and start up with an updated startup disk, you'll be asked if you want to initialize the hard disk. Once you've done this, make the Hard Disk 20 a startup disk by dragging the System Folder from the *System Tools* disk to the hard disk. You won't need the *HD 20 Startup* disk at all.

If you already own a Hard Disk 20, use the Installer to update the Hard Disk 20 system files just as you update other startup disks. With your Macintosh 512K enhanced you no longer need to start up your Hard Disk 20 with an *HD 20 Startup* disk.

A Note to LaserWriter Users:

As a general rule, Macintoshes that share an AppleTalk network should always have identical versions of LaserWriter printing resources. Check version numbers of LaserWriter printing resources on any installation utility programs you have. Make sure everyone on your network installs the latest version number available.







Chapter 3

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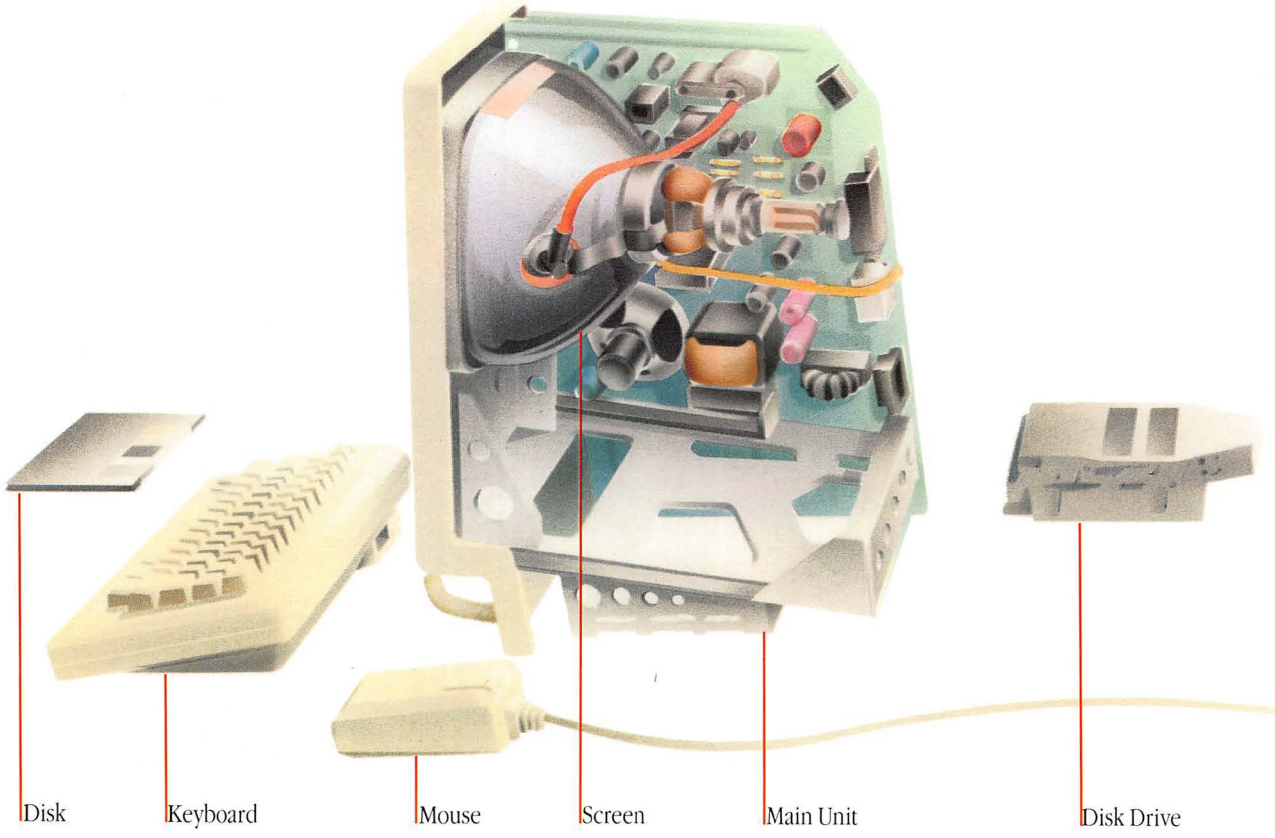
129 Finder Shortcuts

Introduction

The first part of this chapter describes Macintosh in general. Though some details may change from application to application, this is the way Macintosh usually works.

"Finder Reference" and "Finder Menus" get specific about the Finder, the application for organizing and managing your documents. This second part of the chapter describes the functions and effects of windows, icons, and menus in the Finder, and also talks a little about the things the Finder manages.



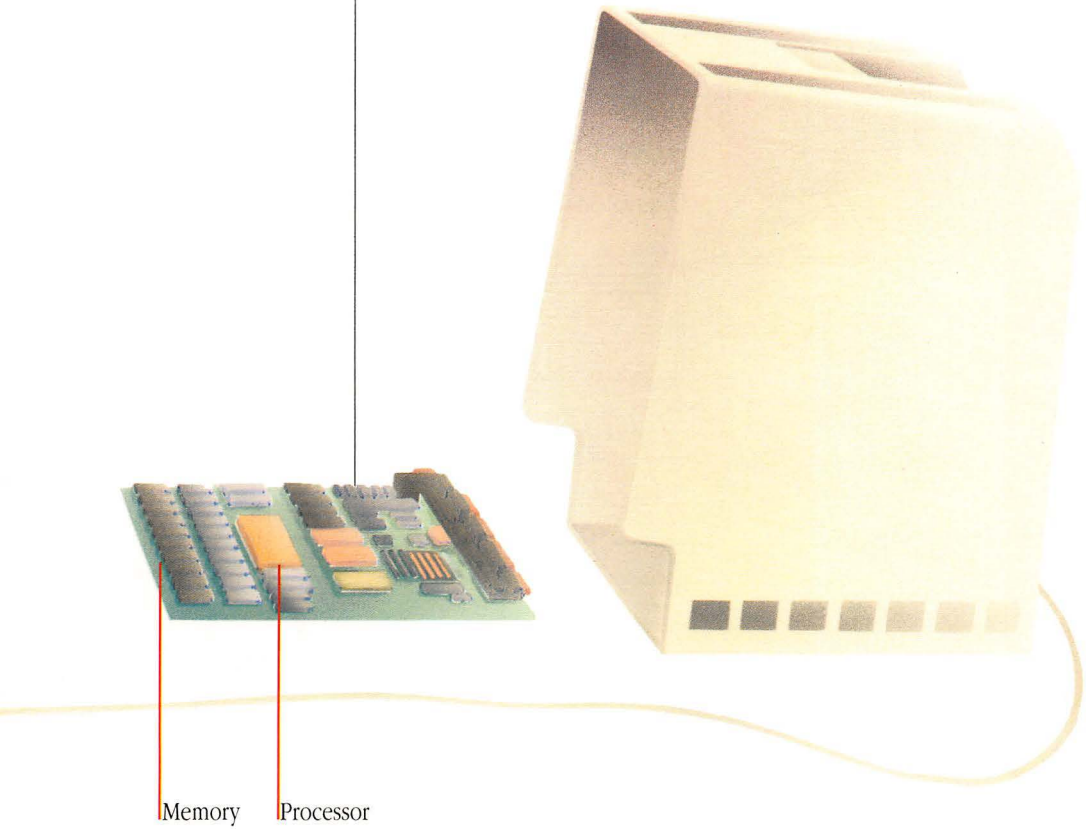

Disk
Keyboard
Mouse
Screen
Main Unit
Disk Drive

What Macintosh 512K enhanced Is: Its Parts

The basic Apple Macintosh 512K enhanced system includes the main unit, the keyboard, and the mouse. The **main unit** contains the processor, 512K of memory, the built-in 800K disk drive, and the screen. The **processor** does the actual work of the computer. **Memory** is where the Macintosh 512K enhanced stores the information you're currently using. The Macintosh 512K enhanced can get this information from a **disk** in the **disk drive**. (The disk drive records and retrieves the information that's stored on the disks.) The Macintosh 512K enhanced can also get information directly from you through the **keyboard** or the **mouse** or from other peripheral devices. The **screen** is where you keep track of what you're doing. These parts of the Macintosh 512K enhanced that you can see and touch are called **hardware**.

One of the really exciting things about Macintosh is the **software**, or application programs you can use—like MacWrite for words, MacPaint for pictures, MacDraw for structured graphics, MacTerminal™ for electronic communications, or MacProject™ for project management.

You can add to your basic Macintosh 512K enhanced system as your needs grow, choosing from a large and constantly growing family of Macintosh hardware and software products.

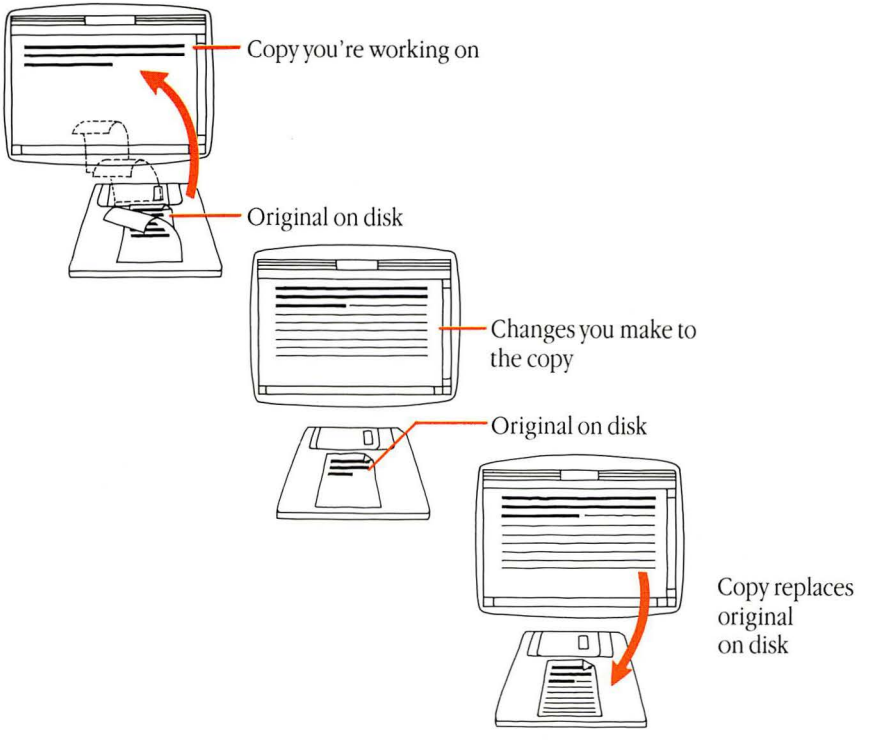


Where Does Your Information Go?

When you open an existing document so you can revise it (the perfect first draft has yet to be created), the Macintosh 512K enhanced leaves the original on the disk and makes a copy for you to work on. When you're done working on the copy, you decide whether you want to keep the new version or not.

If you save the new version with the same name, it replaces the "original" on the disk. If you don't, with most applications, the original on the disk isn't changed at all. You have the option of saving the new version with the original name, saving it with a different name, or not saving it at all. It's like having an original document and making photocopies of it to edit. When you're satisfied with the changes, you change the original.

The document in the memory of the Macintosh 512K enhanced—the version you're working on—is stored only temporarily. So if you accidentally trip over the power cord, or the electricity goes off, everything you're working on—whatever's in memory—vanishes forever. To count on your work being there when you need it, save it on a disk by choosing Save from the File menu every 15 minutes or so. That way you'll never lose more than a coffee break's worth of work.



Keyboard

The Macintosh 512K enhanced keyboard includes character keys and other special keys.



Character Keys

The character keys are just like keys on a typewriter. Use them to type any character, including numbers and symbols such as =, [, and so on. Character keys repeat when held down. Use the Control Panel to set the rate of repeating. See "Using the Control Panel" in Chapter 2.

Special Keys

Some of the Macintosh 512K enhanced keys are used with character keys to produce different characters, or to issue menu commands. Others perform more specific actions.

Shift Key

When Shift is held down, character keys produce uppercase letters or the upper character on the key. Sometimes Shift modifies other actions: for instance, in the Finder, holding down the Shift key while you click lets you select more than one icon.

Caps Lock Key

A Shift for letters only. When the Caps Lock key is engaged, letter keys produce uppercase letters, but number and symbol keys aren't affected.

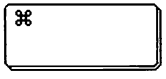
Option Key

Generally gives an optional character set of accented and special characters. The Option key can be used with Shift and Caps Lock. All optional characters in the Chicago font are illustrated in Appendix A. You can also use the Key Caps desk accessory to see the optional characters in any font installed in the current startup disk's System file. See "Desk Accessories" in this chapter.

Using the Option key with certain character keys lets you enter accented characters.

Option-`	` grave accent
Option-e	´ acute accent
Option-i	^ circumflex
Option-u	¨ umlaut
Option-n	~ tilde

Typing the Option key combination followed by another character produces that character accented with that diacritical mark. If the character can't be accented by the mark, you get the mark followed by the character. Typing the Option key combination *twice* gives you the diacritical mark alone.



Command Key

Holding down the Command key in combination with another key is often a shortcut to choosing a command from a menu. Commands that have Command key equivalents list them in the menu. Sometimes the Command key modifies other actions: for instance, holding down the Command key while typing a period (.) sometimes cancels a long operation in progress—printing, for example.

Enter Key
Confirms whatever entry (usually text) you've made—an entry typed into a blank to name a document, for example. In a dialog box, pressing the Enter key is the same as clicking the button that confirms the command (such as OK) or the outlined button if there is one.

Return Key
Moves the insertion point to the beginning of the next line. In a dialog box, pressing Return is the same as clicking the button that confirms the command (such as OK) or the outlined button if there is one.

Backspace Key
Deletes the current selection. If the selection is the insertion point, backs over and deletes text.

Tab Key
Moves the insertion point horizontally to the next stopping place (such as a tab stop). In dialog boxes, pressing Tab usually selects the next place to supply information.

Disks

Disks store information. Apple 3½-inch double sided disks store 800 kilobytes (or about 160 pages per disk). (Double-sided disks are inscribed "Double Sided" and are lighter in color than single-sided (400K) disks.) Some space on each disk is used for keeping track of the disk's contents (this is where its directory information is actually stored). The amount of space used for the directory depends on how much information is on the disk.

Initializing Disks

Before your Macintosh 512K enhanced can get information from or save information on disks, they need to be **initialized** in a format it understands. (A blank disk is like a parking lot without divider lines. Before it can "park the cars," your Macintosh 512K enhanced has to "draw in the white lines.") Any time you insert an uninitialized disk or any disk your Macintosh 512K enhanced can't read because it's damaged or initialized for a different kind of computer, a message appears, asking if you'd like to initialize the disk for the Macintosh 512K enhanced and whether you want to initialize the disk on one side or both sides.

The Macintosh 512K enhanced 800K disk drive (and the 800K external disk drive) can read disks initialized with either a one-sided or two-sided format. If you're using 800K disks, you'll usually initialize them with a two-sided format; this gives you the full 800K of space on the disks, and it also gives you the hierarchical file system, which lets you use folders within applications as well as in the Finder. The one-sided format gives you a "flat" file system, in which folders don't show up within applications.

But you aren't limited to using only 800K disks or to initializing disks with a two-sided format. You can use 400K disks as well as 800K disks with your Macintosh 512K enhanced. Or you can initialize 800K disks with a one-sided format so you can use them in a 400K disk drive. Here are a couple of things to think about when you initialize disks:

- Be sure to initialize 400K disks one-sided only. Although the Macintosh 512K enhanced will sometimes let you initialize a 400K disk two-sided, the second side of the disk has not been tested for reliability, and you'll regret the decision to initialize both sides the day you lose all the information on the disk.
- You can't use an 800K disk in a 400K disk drive if you've initialized it two-sided. In this case, a dialog box asks if you want to initialize the disk with a format it can read. Clicking Initialize erases all the information on the disk.

It's fine to use a combination of one- and two-sided, 400K and 800K disks. You'll notice the difference between one- and two-sided formats whenever you choose Open or Save As within an application. With disks formatted on one side only, you won't see folders; with disks formatted on two sides, you'll see the same folders you create in the Finder.

	400K disk drive	800K disk drive
400K disk initialized one-sided	yes	yes*
400K disk initialized two-sided	no	no**
800K disk initialized one-sided	yes	yes***
800K disk initialized two-sided	no	yes

*You may want to copy applications from 400K disks to two-sided 800K disks. Some applications, however, may be copy-protected. You can continue to use these applications from one-sided 400K disks.

**400K disks are certified on one side only.

***800K disks can be initialized one-sided, but you'll be able to use only 400K on the disk and you won't see folders within applications on this disk.

You can initialize disks while you're using an application without losing any information in memory.

You can also initialize disks that have information on them by using the Erase Disk command in the Special menu in the Finder. Of course, this erases everything on the disk.

You can copy a 400K disk to an 800K disk, and gain the extra 400K for your own work.

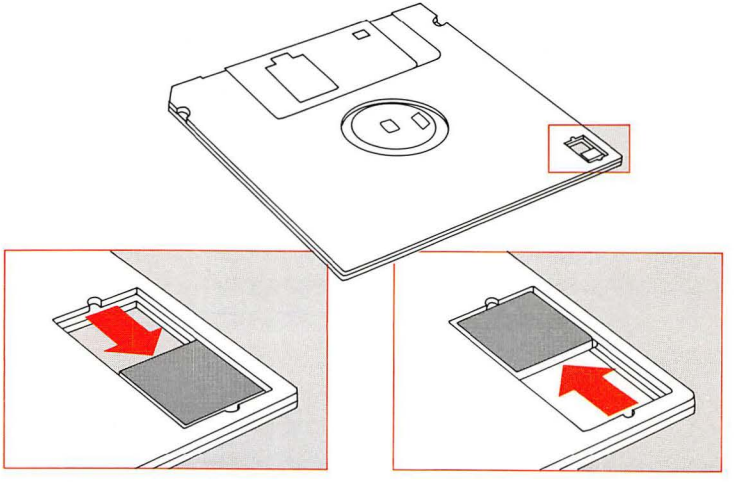
Locked Disks

You can prevent information on a 3½-inch disk from being changed by sliding the small tab toward the edge of the disk. This is called **locking** a disk.

When a disk is locked, you can't add new information to it or change any information on it. You can open (and perhaps print) the documents it contains, but you won't be able to save, delete, rename, move, duplicate, or change any information on it.

To allow the disk to be altered again, slide the tab to cover the hole.

Some applications may not work with a locked disk, and the Finder can't reconstruct anything you've done on the desktop when you're using a locked disk. Some desk accessories may not work properly if the current startup disk is locked.



Locked Unlocked

Names of Disks and Documents

Every disk, document, application, and folder has a name. You name disks when you initialize them; you name documents when you save them for the first time, and you usually name folders when you create them. You can change a name at any time with the Finder.

There are a few restrictions to the names you can give. A disk name can contain up to 27 characters; a document or folder name can contain up to 31 characters.

A name can't contain a colon (:) and shouldn't begin with a period (.). Other than that, you can use any characters you can type on the keyboard.

With the Macintosh 512K enhanced, you can have multiple documents or folders with the same name as long as they're in separate folders and the disk is initialized two-sided. You can't have two items with the same name in the same folder. When comparing names, your Macintosh 512K enhanced considers uppercase and lowercase letters to be equal, so "saturday" and "Saturday" are the same.

It's best not to give documents the same name as applications. If you move a document named "MacWrite" to a folder that has the MacWrite application in it, you'll be asked if you want to replace the existing MacWrite. Clicking OK will discard the application.

It's a good idea to keep disk names different, too: sometimes the Macintosh 512K enhanced will ask you for a specific disk by name, and it's confusing to have a lot of disks with that same name (your Macintosh 512K enhanced can be quite picky about which one it wants). It's also a good idea to write the disk's name on its label.

Startup Disks

The *Macintosh 512K enhanced System Tools* disk that came with your Macintosh 512K enhanced contains system files the Macintosh 512K enhanced needs to get itself started. Disks that contain these files are called **startup disks**. These system files are originally stored in a System Folder, and it's a good idea to keep them there.

A startup disk always includes at least a System file and a Finder. It also usually includes at least one printing resource, such as the ImageWriter, AppleTalk ImageWriter, or LaserWriter file on the *System Tools* disk. You may also find other system files on a startup disk: Scrapbook File, Clipboard File, etc. These files contain information that's used only by certain applications and desk accessories.

Besides giving the Macintosh 512K enhanced the information it needs to get itself started, the system files on the startup disk determine

- which fonts you have available when you use an application (they're in the System file on the startup disk you're using)
- which desk accessories are in the Apple menu (they're also in the System file)
- what's in the Scrapbook desk accessory (whatever's in the Scrapbook file on the startup disk)
- which version of the Finder you're using

It's a good idea to keep all of your startup disks current with the latest system files. For example, some applications' startup disks may not have the most current system files. You can create new startup disks with the two-sided format or update existing startup disks. See "Using the Installer" in Chapter 2.

Customizing Startup Disks

You can use the Font/DA Mover (Font and Desk Accessory Mover) to customize the System file on startup disks so it contains the fonts and accessories you want available when you use applications with that disk. Applications you purchase may already be customized with fonts or accessories suited to that particular application. The Font/DA Mover lets you copy these to any other startup disk as well. See "Using the Font/DA Mover" in Chapter 2.

You can also customize a startup disk by dragging to it other system files such as the Scrapbook or Clipboard file—to have different Scrapbook contents available from time to time, for example.

Current Startup Disk

When you start your Macintosh 512K enhanced, it looks for a startup disk in its internal disk drive; if it finds none there, it looks in an external drive if one's attached. Finally, it searches for any hard disks. The first startup disk the Macintosh 512K enhanced finds becomes the **current startup disk**, the disk whose system files the Macintosh 512K enhanced is currently using.

The Macintosh 512K enhanced can switch to a different startup disk while you're working. You can also force the Macintosh 512K enhanced to switch when you want another disk to be the current startup disk (if you want to use different fonts or desk accessories, for example).

The Macintosh 512K enhanced switches to a different startup disk whenever

- You restart the Macintosh 512K enhanced using a different startup disk. The Macintosh 512K enhanced follows the normal order in looking for a startup disk.
- You explicitly open an application (not a document) on another startup disk. (If you're using a hard disk, this doesn't cause a switch.)
- You open a document on another startup disk *and* the original startup disk does not contain the document's application. (If you're using a hard disk, this doesn't cause a switch.)

You can also force the Macintosh 512K enhanced to switch to a different startup disk. You can do this in one of the following ways:

- Hold down the Option key while you open an application. (This forces a switch whether or not other conditions are met, as long as the application is on a startup disk; it's especially useful if you have a hard disk.)
- Hold down the Option and Command keys while you double-click the Finder icon on the disk you want to switch to.

When you're using the new hierarchical file system, all system files must be together in the same folder.

Arranging Your Work on Disks

In general, how you arrange your work on disks depends on the size of your Macintosh 512K enhanced system, the printer or printers you're using, and the way you want to organize your work. Macintosh lets you arrange documents, folders, and applications however you want on your disks. See "Copying or Moving a Document, Folder, or Application to a Different Disk" and "Removing or Recovering a Document, Folder, or Application" in Chapter 2.

You do need to start your Macintosh 512K enhanced using a startup disk, and you'll probably want an application on that disk or a disk in a second disk drive. Of course, the bigger your Macintosh 512K enhanced system, the more flexibility you have.

- If you're using a one-drive system, you can minimize the amount of "disk swapping" you have to do by keeping just one application and documents you create with that application on a startup disk. Of course, you can copy applications to as many startup disks as you need.
- If you're using a two-drive system, you might decide to keep more than one application on a startup disk in the internal drive and keep documents you create with those applications on non-startup disks in the second disk drive. It's a good idea to keep about 50K available on your startup disks. Applications usually need a little working space on the current startup disk, even if the document you're working on is on another disk.

If you need more space on your startup disks—if you have AppleTalk and a LaserWriter with many fonts installed, for example—you can keep applications together with documents on non-startup disks in the second disk drive.

There are a couple of other things you can do to save space on startup disks

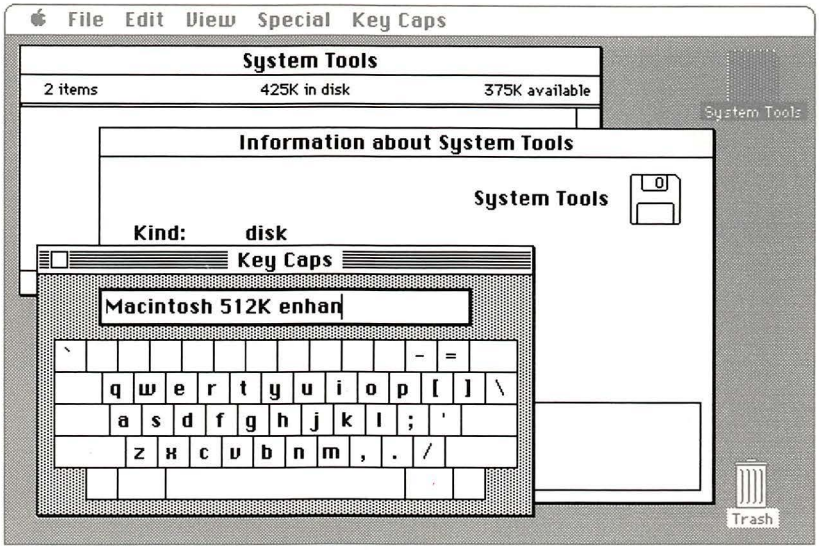
- Drag any printing resources you don't need to the Trash. For example, if you use an ImageWriter without AppleTalk exclusively, you can drag the AppleTalk ImageWriter and LaserWriter files to the Trash.
- Remove fonts or desk accessories you don't need from its System file. See "Using the Font/DA Mover" in Chapter 2.

When the information you need spreads to more disks than you can easily handle, the best solution is an Apple Hard Disk 20™. With it you can keep everything on the hard disk, and use 3½-inch disks just to get information on or off the hard disk. See the Hard Disk 20 owner's guide.

Windows

Windows present information. You can have multiple windows on your desktop so you can view more than one set of information at the same time. Most windows can be moved, changed in size, scrolled through, or closed. They can also overlap each other. When more than one window is open, one is frontmost, and that's where all the action happens. Clicking anywhere in a window brings it to the front and makes it active.

Although a window may be "buried" under others, it cannot be dragged completely off the screen or made so small that you can't see it.



Windows may behave a little differently within an application. See each application's manual for an explanation of windows in that application.

Clipboard: Cutting and Pasting

You can move information within a document, among documents created with the same application, among documents created with different applications, or among desk accessories and documents. The information you're moving or copying is held on the Clipboard. The Cut, Copy, and Paste commands in the Edit menu let you move information between the Clipboard and the active window. Most applications have a Show Clipboard command in their Edit menu that shows you the current contents of the Clipboard.

Within an application, the contents of the Clipboard keep attributes such as text sizes and styles, or any information unique to that application. When moving between applications, usually only the text or the picture, in a fixed format, is exchanged.

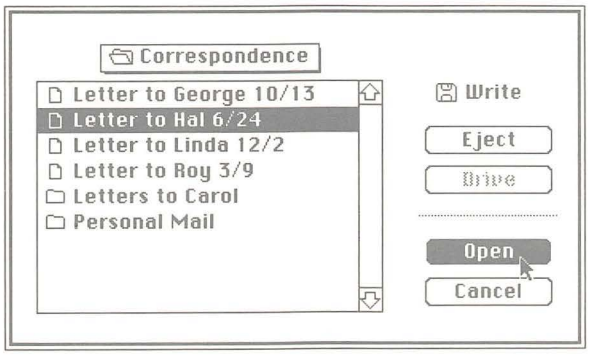
The Clipboard contents are kept in the Macintosh 512K enhanced memory, if possible. If the contents grow too large, they are temporarily saved in the Clipboard file on the current startup disk.

Dialog Boxes

Whenever the Macintosh 512K enhanced needs more information from you, it displays a dialog box, with buttons to click and sometimes with space for you to type additional information, such as the name for a new document.

If you're about to do something that could cause you to lose information, a message in the dialog box alerts you and asks you to confirm that you want to proceed anyway. In boxes containing these messages, one of the buttons—the "safest" alternative—is usually boldly outlined. Pressing the Enter or Return key is the same as clicking the boldly outlined button or, if none, the button that confirms the command.

A warning message may be accompanied by one or more beeps. If loud beeps annoy you, use the Control Panel desk accessory to lower the speaker volume. (If you turn the speaker volume all the way off, the menu bar blinks to warn you even more subtly.) See "Using the Control Panel" in Chapter 2.



Desk Accessories

You choose desk accessories from the Apple menu on the far left side of the menu bar. Desk accessories are available while you're using the Finder or any application.

You can use the Cut, Copy, and Paste commands in the Edit menu to move or copy text or pictures among desk accessories or to or from another window. See "Editing Text" in Chapter 2.

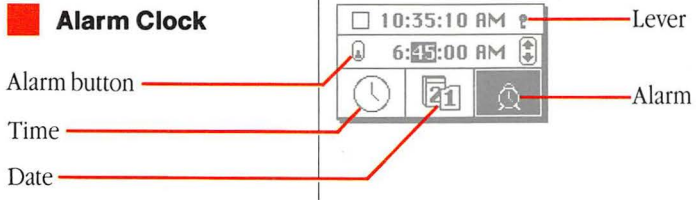
With most applications, you can keep one or more desk accessories open on your desktop while you work on documents. Like any windows, desk accessories may be obscured by other windows that are made active. The accessories can be made active by clicking them or choosing them again from the Apple menu, and moved by dragging their title bar. You close them either by clicking their close boxes or by choosing Close from the File menu.

With some applications (MacPaint, for example), you need to close desk accessories in order to work on a document.

All desk accessories are closed automatically when you open a document or application from the Finder or quit an application.

The Apple menu always contains the accessories that are installed in the System file on the current startup disk. The *System Tools* disk includes two desk accessories—the Note Pad and the Puzzle—in a desk accessory file in the Utilities folder. You can add these accessories to any startup disk. See "Using the Font/DA Mover" for how to add or remove desk accessories.

Alarm Clock



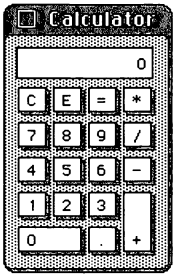
When you choose Alarm Clock, a compact clock displays the hour, minute, and second. To see more, click the **lever** on the right side of the clock. (Click the lever again to go back to the compact clock.) With the lever down, two more panels appear. The middle panel displays and provides a place to set whatever you select by clicking in the bottom panel—the time, date, or alarm setting.

Set what's currently displayed in the middle panel by clicking the digits you want to change. Arrows appear on the right. Click the up or down arrow to scroll the numbers higher or lower. Or use the keyboard to type the numbers. Click the top panel to set.

Click the **alarm button** to set or unset the alarm. Your Macintosh 512K enhanced beeps when the alarm goes off, and the Apple menu title blinks until you unset the alarm by clicking the alarm button off. Choosing Alarm Clock from the Apple menu also turns the alarm off, but it doesn't unset it.

When the clock is active, the time and date are automatically selected (even though they aren't highlighted), so you can copy and paste them into the document you're working on or into a desk accessory that accepts text.

Calculator



The Calculator works like an ordinary four-function pocket calculator, except that with your Macintosh 512K enhanced calculator you can copy the calculation results (which are automatically selected) and paste them into any document or another desk accessory. You can also copy numbers from a document and paste them into the calculator's display.

Click the buttons or type on the keyboard. The * is multiplication; the / is division.

Chooser

If you're using an ImageWriter printer exclusively, you probably won't use the Chooser desk accessory. The Macintosh 512K enhanced is preset to print documents on any ImageWriter attached to the Printer port whenever you choose Print from the File menu. You'll use the Chooser only if you have another printer or if you want to use a different port for the ImageWriter (if you've connected AppleTalk to the Printer port, for example).

The Chooser lets you print from any attached printer for which there's a printing resource on the current startup disk. (A printing resource is a system file that usually has the same name as the printer itself.)

The *System Tools* disk includes printing resources for the ImageWriter (which works with either an ImageWriter or an ImageWriter II), LaserWriter, and AppleTalk ImageWriter (which lets you use an ImageWriter II with an installed AppleTalk card on AppleTalk). You can use the Chooser to print on any of these printers. If you're using an ImageWriter exclusively, you can make more space available on the disk by dragging the LaserWriter and AppleTalk ImageWriter icons to the Trash.

To use the Chooser to print with a LaserWriter or AppleTalk ImageWriter, see "Using the Chooser" in Chapter 2.

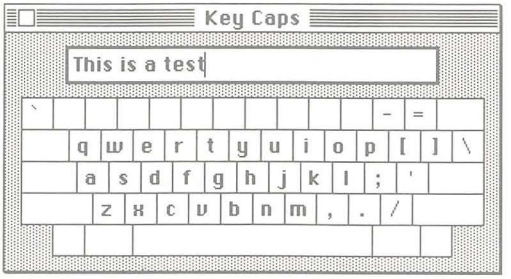
You can update any other startup disks you use with your Macintosh 512K enhanced to have the same printing software and other system updates included with the *System Tools* disk. Or you can create new Macintosh startup disks. See "Using the Installer" and "Creating a Startup Disk" in Chapter 2.

Control Panel

The Control Panel lets you set your preferences for such things as speaker volume, repeating key rate, whether or not AppleTalk is connected, and even the background pattern of your desktop. Most Control panel settings are remembered by the Macintosh 512K enhanced itself and aren't affected by the current startup disk. (This is in contrast with the Chooser settings, most of which are stored in the System file of the current startup disk.) When you switch your Macintosh 512K enhanced off, the battery provides power for your Macintosh 512K enhanced to remember the settings.

See "Using the Control Panel" in Chapter 2.

Key Caps

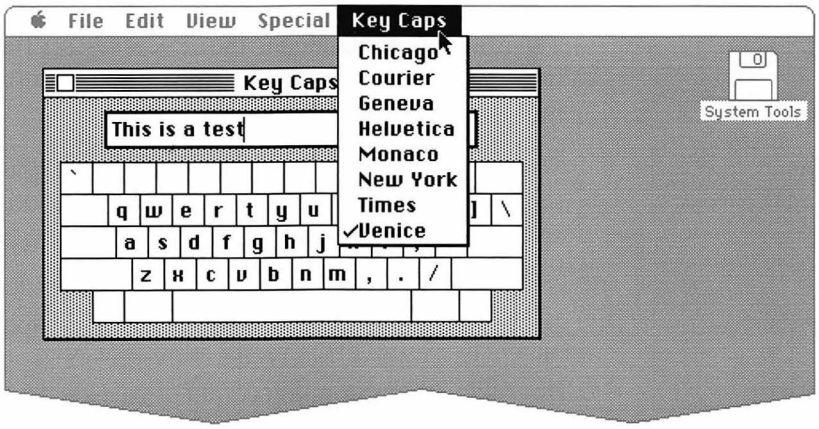


Press the Option, Shift, or Caps Lock key or press the Option and Shift keys together on the Macintosh 512K enhanced keyboard; the Key Caps desk accessory displays the characters you can type while holding down that key or combination of keys.

You can either type the character you want on the keyboard or just click it in the Key Caps accessory.

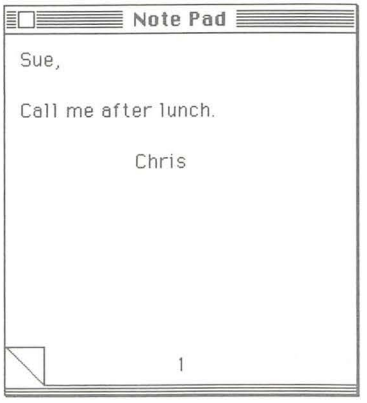
See "Keyboard" in this chapter for how to produce accented characters using the diacritical marks in the optional character set.

When the Key Caps accessory is the active window, a Key Caps menu appears in the menu bar. The menu always contains the fonts installed in the current startup disk's System file. (These are the fonts that will be available in any application you use with this startup disk.) Choosing a font lets you see each of its characters. With any font you choose, you can use the Option, Shift, and Caps Lock keys to see the characters each key or combination of keys produces.



Text you type on the Macintosh 512K enhanced keyboard or "type" by clicking Key Caps keys appears in the blank at the top of the Key Caps window. You can edit this text in the usual way and cut and paste it among other desk accessories or any document.

Note Pad



The Note Pad is included in the desk accessory file on the *System Tools* disk; use the Font/DA Mover to install it on any startup disks you want. See "Using the Font/DA Mover" in Chapter 2.

With the Note Pad you can jot down a few notes and keep them separate from the document you're working on. Or type text and edit it even if you're using an application that doesn't allow text editing in the usual way. Use the Edit menu to cut and paste into and out of the Note Pad.

You have eight numbered pages of Note Pad paper. Turn to the next page by clicking the turned-back corner of the previous page. Turn to the previous page by clicking the bottom-left corner of the Note Pad.

Notes you type are automatically saved and stored in the Note Pad file on the current startup disk. You can copy Note Pad files among disks or remove them to gain space on the disks. You can keep more than one Note Pad file on the same disk by renaming one of them or keeping it in another folder. When you choose Note Pad from the Apple menu, you always see the Note Pad whose contents are in the same folder as the System file and Finder on the current startup disk.

Puzzle



The Puzzle is included in the desk accessory file on the *System Tools* disk; use the Font/DA Mover to install it on any startup disks you want. See "Using the Font/DA Mover" in Chapter 2.

The Puzzle gives you something to play with when you need a short break. Click a "tile" to slide it into the empty space. Try to place the numbers in order. The Puzzle reassembles whenever you close it or when it's active and you choose it again from the Apple menu. Unfortunately, you can't pry the little tiles out when you get frustrated.

Scrapbook

Keep pictures and text you use frequently in the Scrapbook. For example, you might keep your letterhead there, or favorite illustrations from MacPaint. Paste something you cut or copied from another desk accessory or a document. And copy or cut the current picture or text (which is automatically selected) to paste into other documents or desk accessories. Use the scroll bar to look through the Scrapbook.

The contents of the Scrapbook are stored in the Scrapbook file on the current startup disk. You can copy Scrapbook files among disks or remove them to gain space on the disks. You can keep more than one Scrapbook file on the same disk by renaming one of them or keeping it in another folder. When you choose Scrapbook from the Apple menu, you always see the Scrapbook whose contents are in the same folder as the System file and Finder on the current startup disk.

See "Using the Scrapbook" in Chapter 2.

Programmer's Switch

The programmer's switch is included for people who want to write application programs for the Macintosh 512K enhanced. See Appendix C if you're one of these people. Otherwise, ignore the switch; installing it and using it in the wrong way could cause you to lose information.

Finder Reference

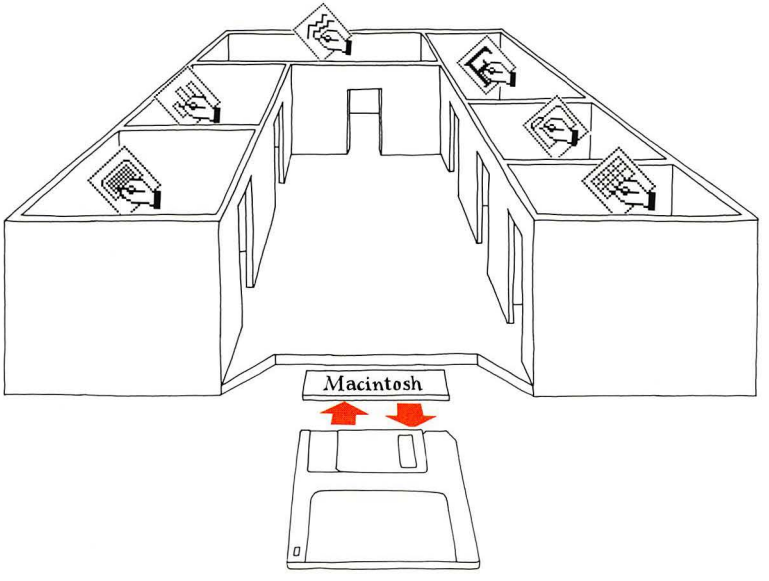
Overview

The Finder is Macintosh's application for managing documents and directing traffic between you and the disk.

The Finder is like a central hallway in the Macintosh 512K enhanced house. It manages moving from one application to another (like rooms in the house) and organizing the documents you create with those applications. It's the way you enter the Macintosh 512K enhanced house—and it's the link between you and your disks, giving you access to the documents you store on them.

Common Finder tasks include

- opening, closing, copying, discarding, moving, and renaming documents, folders, applications, and disks
- organizing documents, applications, and folders on the desktop, in folders, and on disks
- ejecting and initializing disks



Some of the Finder's capabilities are also available while you're using an application. You can open new documents, save work on disk (using the same folders that appear in the Finder), examine the contents of disks and their folders, eject disks, print the current document, or return to a previous version of a document without returning to the Finder.

You work in the Finder by selecting and dragging icons (see "Selecting Icons" and "Dragging Icons" later in this chapter) and by choosing commands from menus (see "Finder Menus" later in this chapter).

What the Finder Manages

Applications and Documents

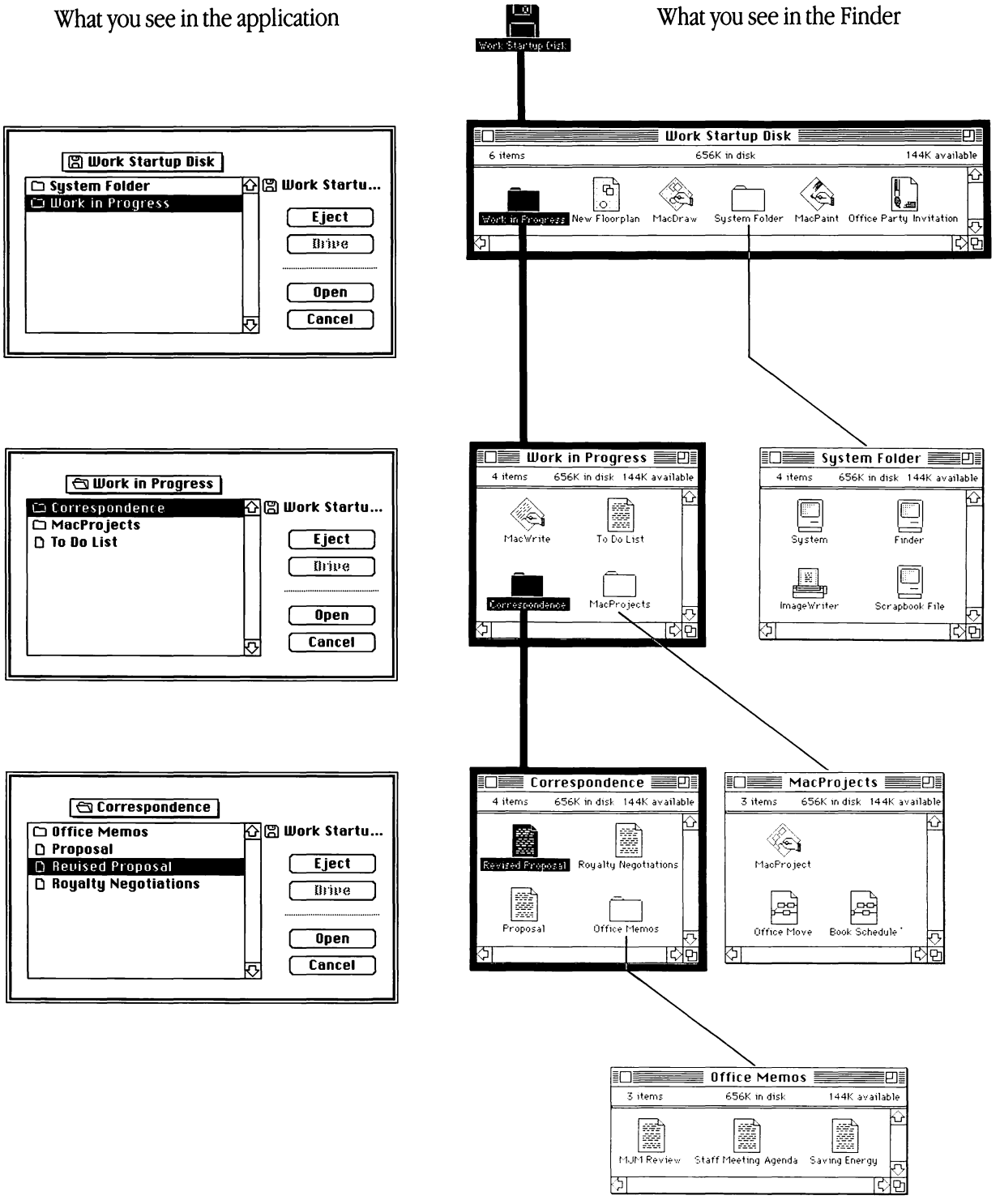
Applications and documents are represented in their closed state as icons. You can open, close, rename, duplicate, discard, or organize applications and documents on disks and in folders.

Disks

The contents of disks are displayed in directory windows. Disks can contain documents, applications, and folders. Each item is represented by an icon that you can select and drag; you can choose to see disks' contents arranged in several ways with the View menu.

A disk currently inserted into either the internal or external disk drive appears as a white disk icon (black if it's selected). The icon becomes hollow when its window is opened. The icon for a disk that has been ejected appears dimmed in gray. (Both inserted and ejected icons are highlighted when selected.) The Macintosh 512K enhanced remembers the contents of a disk inserted and then ejected (unless you drag the dimmed icon to the Trash or you ejected the disk by dragging its icon to the Trash). You can open an ejected disk (or any folder inside it) into a directory window; any items on the ejected disk also appear dimmed. You can manipulate a dimmed icon just like an icon that's not dimmed. The Macintosh 512K enhanced will ask you to reinsert the ejected disk when it needs it. If you want the Finder to remove an ejected disk's icon from the desktop and never ask for the disk again, you can drag the ejected disk's icon to the Trash. You can also drag an inserted disk's icon to the Trash to both eject it and remove its icon from the desktop.

See "Startup Disks" and "Arranging Your Work on Disks" in this chapter for more information about disks.


What you see in the application
What you see in the Finder
Work Startup Disk
System Folder
Work in Progress
Work Startu...
Eject
Drive
Open
Cancel
Work Startup Disk
6 items
656K in disk
144K available
Work in Progress
New Floorplan
MacDraw
System Folder
MacPaint
Office Party Invitation
Work in Progress
Correspondence
MacProjects
To Do List
Work Startu...
Eject
Drive
Open
Cancel
Work in Progress
4 items
656K in disk
144K available
MacWrite
To Do List
Correspondence
MacProjects
System Folder
4 items
656K in disk
144K available
System
Finder
ImageWriter
Scrapbook File
Correspondence
Office Memos
Proposal
Revised Proposal
Royalty Negotiations
Work Startu...
Eject
Drive
Open
Cancel
Correspondence
4 items
656K in disk
144K available
Revised Proposal
Royalty Negotiations
Proposal
Office Memos
MacProjects
3 items
656K in disk
144K available
MacProject
Office Move
Book Schedule
Office Memos
3 items
656K in disk
144K available
MJM Review
Staff Meeting Agenda
Saving Energy

Folders

Folders are receptacles that allow you to arrange your applications and documents hierarchically on a disk. When opened, folders display their contents in directory windows, just like disks. Folders can contain other folders.

You make new folders using the New Folder command in the File menu.

Whenever you choose Open or Save As from the File menu within an application or you save a document for the first time using the Save command, you see the same hierarchy of folders you created in the Finder, as long as the disk is initialized two-sided. See "Initializing Disks" and "Summary of Managing Documents Within an Application" in Chapter 2.

The first directory you see when you choose Open or Save As is the folder (or disk if you're at the top level) that you last saved a document to or opened a document from. You can move up or down the hierarchy to open documents from or save documents to any level in the hierarchy. You can have documents or folders with the same name on the same disk, as long as they're in different folders.

Desktop

The desktop in the Finder is a handy temporary resting place for icons. If you're concentrating on only a few documents and applications at a time, and they're on different disks or in different folders, you can drag all the documents to the desktop and work on them there. You can even close the windows for the folders and disks they came from; the Finder will remember where the documents belong.

You can put icons back where they came from by selecting them on the desktop and choosing Put Away from the File menu.

Trash

The Trash is a receptacle for discarding documents and folders. You can't discard disks this way. Instead, dragging a disk to the Trash ejects the disk and removes its icon from the desktop. (If the disk is the current startup disk, dragging its icon to the Trash ejects it but leaves the icon on the desktop.) When you discard a folder, the folder and its entire contents disappear. Locked documents can't be discarded; you must unlock them (by selecting them, choosing Get Info from the File menu, and clicking the checked Locked box) before discarding.

When you open the Trash icon, it shows the last few documents you discarded. You can recover those documents by dragging them out of the Trash back onto the desktop. But documents stay in the Trash only for a short while; the Finder empties the Trash when it needs the space. You can reclaim the space immediately by choosing Empty Trash from the Special menu.

Selecting Icons

Once an icon is selected, the Edit menu commands operate on that icon's name (unless it's locked), and the File menu commands work on what the icon represents.

When more than one icon is selected, the editing commands in the Edit menu are dimmed.

You can select a group of icons only if they're all in the same window or all on the desktop. If you want to work on a number of documents in different folders or disks, drag them to the desktop and select them all there.

Operations on a group of icons are performed one by one—printing a group of documents, for example. The icons are taken in order from left to right, top to bottom.

Dragging Icons

Dragging an icon from one place to another moves that icon to the new place. You can drag an icon onto the desktop, onto a folder, disk, or Trash icon, or into an open folder, disk, or Trash window.

Dragging an icon from one place to another on the same disk (or to a folder on the same disk) merely moves the icon to the new place. Dragging an icon to another disk (or to a folder on that disk) leaves a copy behind on the original for safekeeping. If you don't want the copy left behind, just drag it to the Trash afterward.

If you drag an icon to another disk and there's already an icon with that same name on that disk, you're asked if you want to replace it with the icon you're dragging.

	Drag document	Drag folder	Drag application	Drag disk
to folder on same disk	moves it there	moves it there	moves it there	
to folder on different disk	copies it there	copies it and its contents there	copies it there	
to a different disk	copies it there	copies it and its contents there	copies it there	copies it there, replacing any existing contents
to a hard disk	copies it there	copies it and its contents there	copies it there	copies it there, adding to any existing contents
to Trash	discards it	discards it and its contents	discards it	ejects the disk and, if it's not the current startup disk, removes its icon from the desktop

You can drag locked documents; you can't drag anything to or from a locked disk. See the Get Info command in "The File Menu" in "Finder Menus" in this chapter.

Finder Menus

Each Macintosh application presents the commands it can carry out in menus you pull down from the menu bar. Together with dragging icons, the Finder's menus allow you to do all your desktop-management tasks.

The Apple Menu

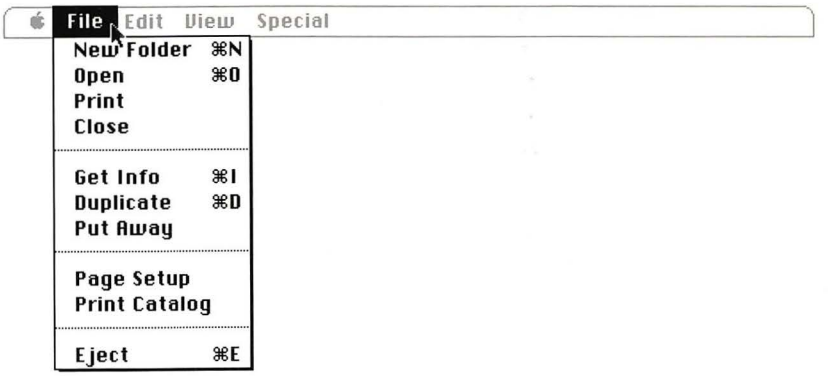


About the Finder...
Shows the version number and the authors of the Finder, as well as the memory size of the Macintosh 512K enhanced you're using.

Desk Accessories
Choosing any of the desk accessories causes that accessory to appear on the desktop. You can use the Edit menu to cut, copy, and paste the information in most desk accessories.

The desk accessories are explained more fully in "Desk Accessories" earlier in this chapter and in "Using Desk Accessories" in Chapter 2.

The File Menu



The commands in the File menu operate on icons and windows.

New Folder
Creates an empty folder that can hold documents, applications, or other folders. New folders appear in the active window on the desktop. The command is dimmed if no directory windows are open. See "Folders" in "Finder Reference" in this chapter.

Open
Opens the selected icon into a window. If the icon represents a document, opening it also starts an application so you can work on the document. If the icon represents an application, opening it gives you a new, untitled document.

In order for you to open a document, the application that created it must be on a currently inserted disk.

If you select a document and an application, the Finder attempts to use that application with the document. For example, selecting MacWrite along with a text-only document you created with MacTerminal opens MacWrite to work on the text-only document.

If you select more than one icon and choose Open, the Finder attempts to open the first icon's application to work on all the other selected icons.

Print
Prints the document represented by the selected icon or icons, in left to right, top to bottom order. Usually, the documents must be created by the same application.

In order to print a document, you must have the application that created it on a disk whose icon appears on the desktop. Document printing from the Finder follows the same rules and procedures of printing in that document's application.

With most applications, when you choose Print a dialog box appears. Select the options you want and click OK or press the Return key. See each application's manual for more information on how to print with that application. See each printer's manual for information about using that printer.

Close
Closes the active window, zooming it back down to its icon. The icon remains selected. (If the active window is a desk accessory, it just disappears into thin air.) The next frontmost window, if there is one, then becomes the active window.

Get Info
Opens a window that displays information about whatever the selected icon represents. The displayed information includes the kind of item (document, folder, or application, and if it's a document, which application created it), the date it was created, the size, which disk and drive it belongs to, and the date it was last changed. You can still drag or open a selected icon while its information window is open.

You can add text by typing in the place for comments and editing it as you edit any text.

The Locked check box allows you to lock a document or application. When the Locked box is checked, that document or application can't be disposed of and its name can't be changed. You can't save any changes to a locked document.

Duplicate
Duplicates the selected items on the same disk. The duplicates are named "Copy of," followed by the name of the original.

Duplicating a folder duplicates the folder and all its contents, even if the contents are out on the desktop rather than inside the folder.

Put Away
Puts away any selected documents, folders, or applications on the desktop or in the Trash window back to the folders and disks they belong to. If a disk icon is opened into a directory window, the items you put away appear there; otherwise they will appear the next time you open the disk icon. This command is dimmed when no icons are selected on the desktop or in the Trash window.

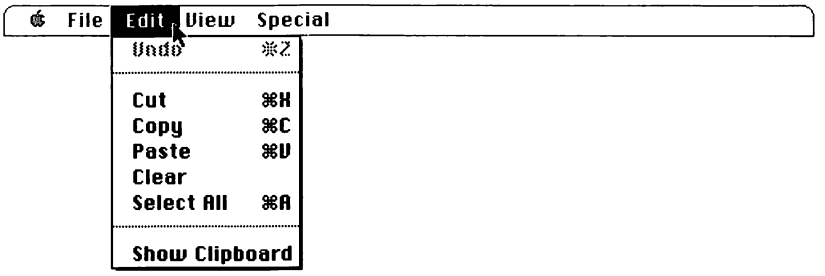
Page Setup
Lets you set up the page size, orientation, and other options for directories you print using the Print Catalog command. The Page Setup command doesn't work with documents you print from the Finder; a document's page setup is controlled by the Page Setup command within each application.

Print Catalog
Prints the contents of the active directory window, in whatever view you have the directory arranged.

Eject

Ejects the selected disk, or the disk represented by the active window. If no disk is selected, the Finder looks for any inserted disk to eject, starting with the current startup disk. Whenever a disk has been ejected, its icon and the icons belonging to it are dimmed to show they're no longer available. (You can also eject a disk by dragging its icon to the Trash.)

The Edit Menu



The Finder's Edit menu allows you to edit

- the names of disks, documents, applications, or folders
- text in an information window (opened by selecting the icon and choosing Get Info from the File menu)
- text or pictures in desk accessories

You cannot use this menu to cut or copy icons. You do this by dragging icons. See "Dragging Icons" in "Finder Reference" in this chapter.

Selecting an icon also selects its title. Anything you subsequently type replaces the old text. Clicking the selected text itself causes an insertion point to appear. You can edit this text as you edit any text.

Undo

Undoes your last text-editing action in desk accessories that use text. It may undo other actions in some desk accessories.

Cut

Removes the selection and places it on the Clipboard, replacing the previous contents if any.

Copy

Places a copy of the selection on the Clipboard, replacing the previous contents if any.

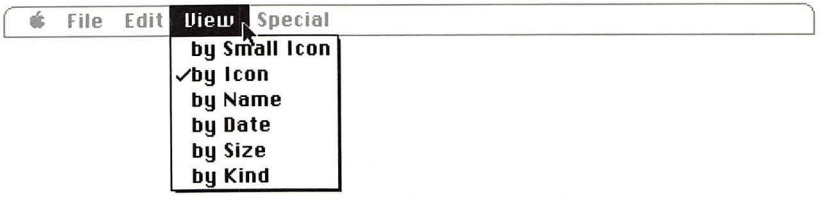
Paste
Puts a copy of the contents of the Clipboard at the insertion point. You can continue to paste copies until you cut or copy a new selection, which replaces the old contents of the Clipboard.

Clear
Removes the selection, without placing it on the Clipboard.

Select All
Selects all icons in the active window or, if no windows are open, all icons on the desktop.

Show Clipboard
Displays a window with the current contents of the Clipboard—that is, whatever you last cut or copied.

The View Menu



You might keep your directory windows arranged by icon most of the time. But the commands in the View menu also let you view directories of disks, folders, or the Trash in other arrangements.

In any text view of a disk or folder directory, small icons appear to the left of each document, folder, or application title. Icons and text in titles behave the same way in whatever view you choose. Clicking either an icon or its title selects the item; the pointer then becomes an arrow over the icon itself and an I-beam for editing the item's title. Dragging an unselected icon or title moves or copies the item.

The current view of the active window is marked in the View menu by a check.

By Small Icon
Shows the contents of the active directory window with small icons to the left of the icon names. This view is especially helpful when you have large numbers of documents and applications on a disk—if you have a hard disk, for example. You can hold down the Option key while you choose Clean Up from the Special menu to display the contents neatly and compactly.

By Icon
Shows the contents of the active directory window as icons, just as on the desktop.

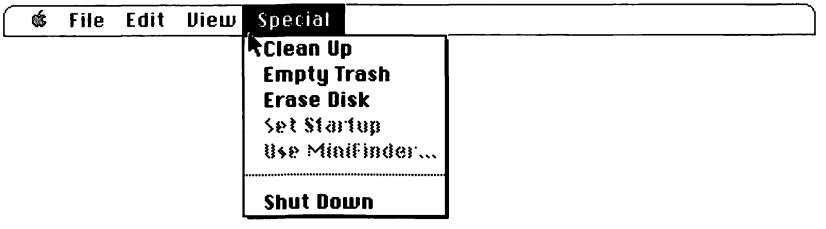
By Name
Lists the contents of the active directory window alphabetically by name. Uppercase and lowercase are considered equal.

By Date
Lists the contents of the active directory window chronologically by modification date. The document you changed most recently is listed first. Folders' modification dates indicate when you created them or when you changed their contents by adding or removing items from them.

By Size
Lists the contents of the active directory window by size, largest first. Useful for seeing which of your documents are taking the most room on the disk. Folders are listed according to the size of their contents.

By Kind
Lists the contents of the active directory window by kind—whether each item is a document, application, or folder. For a document, it tells which application created it.

The Special Menu



Clean Up
Used only in By Small Icon and By Icon views. Arranges all icons in the active window in neat rows and columns. If no directory windows are open, Clean Up cleans up the desktop.

Empty Trash
Removes the contents of the Trash and makes the space it took on the disk available for you to use immediately. Also, the Finder empties the Trash automatically whenever it needs the space.

Erase Disk
Initializes (and completely erases) the disk whose icon is selected. You're then offered the usual choices to initialize the disk. See "Initializing Disks" in "Disks" in this chapter for more information about initializing disks. You can't erase the current startup disk because the Macintosh 512K enhanced needs information on that disk in order to work. If you want to erase a certain disk, start the Macintosh 512K enhanced using a different disk, eject that disk if necessary, and insert the disk you want to erase.

Set Startup
Lets you jump immediately into an application without going through the Finder. You set the startup application by selecting it in the Finder and choosing Set Startup. The next time you start your Macintosh 512K enhanced using this disk, you'll go immediately into the application. To reset the startup place to the Finder, quit the application, select the Finder icon (first open the System Folder, if necessary), and choose Set Startup again.

Use MiniFinder...
Saves you time in moving among the documents and applications you're currently using the most. See "Using the MiniFinder" in Chapter 2 for how to use the MiniFinder.

Shut Down
Ejects any inserted disks (first saving any necessary information), and then restarts the Macintosh 512K enhanced. This is not only a shortcut but the best way to restart the Macintosh 512K enhanced using a different startup disk.

Macintosh Shortcuts

In general, Macintosh shortcuts are just quicker ways to do things you can ordinarily do "the long way." Some shortcuts apply only to a specific Macintosh application; each application's manual explains its own.

Double-Click

Double-clicking an icon opens it. In text, double-clicking a word selects the entire word.

Shift-Click

Holding down the Shift key and clicking adds to an existing selection. As long as you hold the Shift key down, the first selection isn't deselected when you make a new selection. Shift-clicking in an extended selection deselects. In some applications, Command-click also performs a similar function.

Close Box

Clicking the close box in the title bar of the active window closes it, just like choosing Close from the File menu.

Zoom Box

Clicking the zoom box on the right side of an active window's title bar expands the window to full size. Clicking the zoom box on an expanded window returns it to its former position and size.

Enter and Return Keys

Pressing the Enter or Return key in response to a dialog box is the same as clicking the button that confirms the command or the outlined button if there is one.

Tab Key

Pressing the Tab key in a dialog box usually selects the next place to supply information.

In the dialog boxes you see when you choose Open or Save As within an application, pressing the Tab key is the same as clicking Drive.

Backspace Key

Using the Backspace key with a selection is the same as choosing Clear from the Edit menu. Unlike using the Cut command, using the Backspace key doesn't put what's deleted on the Clipboard.

Option Key

Holding down the Option key during the entire initialization process installs the hierarchical file system on a 400K disk (or one side of an 800K disk). This is the same file system you get when you initialize an 800K disk two-sided, but it's placed on one side of the disk only. Use disks initialized this way only with updated startup disks.

Command Key

You can issue many commands (including most commands in the Edit menu) by holding down the Command key while you type a character. Commands that have Command-key equivalents list the key to type to the right of the item in the menu.

Holding down the Command key while typing a period (.) sometimes stops whatever's happening—printing a document, for example.

Holding down the Command and Shift keys while typing the number 1 ejects the internal disk; holding them down while typing the number 2 ejects the external disk. If you're using an application and there are any open documents with unsaved changes, you may lose those changes if you eject disks this way; if you're not sure whether there are unsaved changes, it's better to eject disks in the normal way, clicking an Eject button, choosing Eject from the File menu (or using the Command-E equivalent), dragging a disk icon to the Trash, or choosing Shut Down from the Special menu.

Holding down the Command and Shift keys while typing the number 3 creates a MacPaint document with the current contents of the screen.

Holding down the Command and Shift keys while typing the number 4 prints the current contents of the active window.

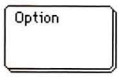
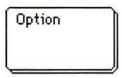
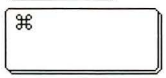
With the Caps Lock key down, holding down the Command and Shift keys while typing the number 4 prints the contents of the entire screen.

Selecting by Typing

In the directory that appears when you choose Open within an application, any characters you type are matched character for character to select names in the directory. If you type a "b," the first name beginning with a "b" (or the first name to follow alphabetically if there are no "b"s) is selected; as you continue to type, additional characters are matched. If you type "br", for example, the first name beginning "br" is selected, and so on. The Delay Until Repeat setting in the Control Panel determines how long you can pause between characters before the Macintosh 512K enhanced considers the next character a new request. See "Using the Control Panel" in Chapter 2.

Finder Shortcuts

These shortcuts are specific to the Finder. Most of them let you do "expert" functions.

Hold down	Do this	Get this result
	Choose Close from the File menu	Closes all open windows
	Choose Clean Up from the Special menu (in icon views)	Realigns from scratch each icon in the active directory window to the grid pattern
	Double-click a disk or folder icon	Opens the icon, but after you open an application or document in the window, the window is closed when you return to the Finder
	Drag a window	Moves the window without making it active
	Drag an icon (in icon views)	Aligns the icon with the grid the Clean Up command in the Special menu uses
	Double-click a hollow icon	Makes that icon's window active.
	Double-click a Finder icon	Makes the disk the Finder is on the current startup disk
	When the Finder encounters a disk	Rebuilds the desktop file. You lose any comments in the Get Info windows, but you gain speed.
No Key	Drag a disk to the Trash	Ejects the disk, and removes its icon from the desktop if it's not the current startup disk
	Before switching on, hold down the mouse button just until after the beep	Bypasses the memory test so you quickly get to the desktop





Chapter 4

Adding to Your Macintosh 512K enhanced System

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134 MacTerminal
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136 MacDraw
136 Switcher Construction Kit
137 And Many More...

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139 Apple Hard Disk 20

140 AppleTalk Personal Network

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142 Apple LaserWriter Printer

143 Apple Personal Modem

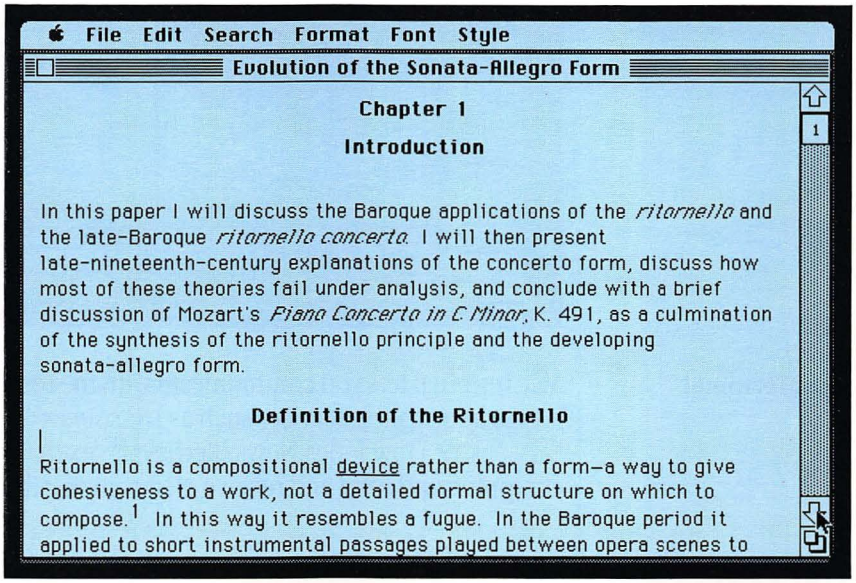
Applications

No matter what kind of work you have to do, there's a Macintosh application to help you do it.

MacWrite

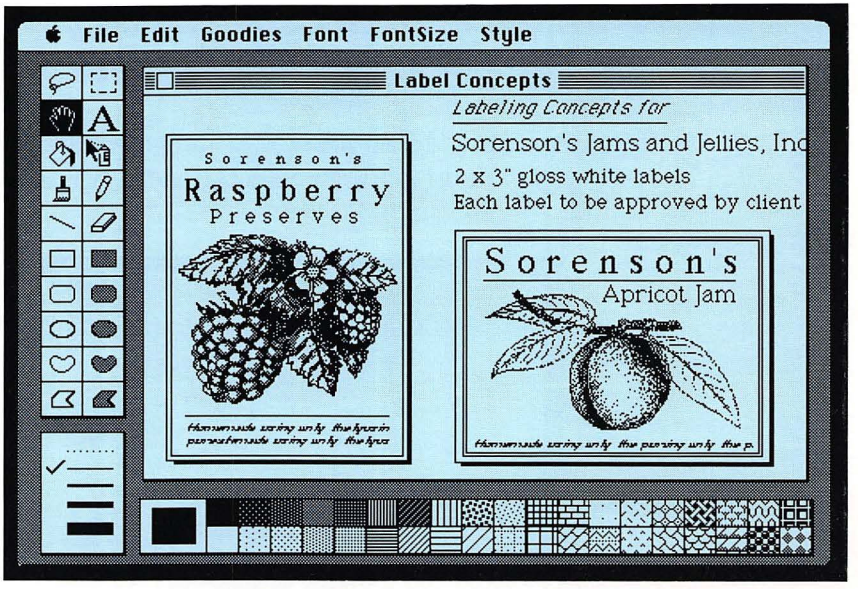
With MacWrite you create documents that look the same on the screen as they'll look when you print them. Rather than working around a lot of commands embedded in your text, you always see what you've really got. You use the mouse to select text and remove, copy, or move it. You can customize your documents with many fonts and styles, and you can control margins or line spacing with a single click.

You can add MacPaint or MacDraw graphics to documents you create with MacWrite or vice versa. With Macintosh, words and pictures mix beautifully.



MacPaint

MacPaint brings out the artist in everyone. Whether it's a technical illustration for a research project or a sketch for a party announcement, you can do it with MacPaint. You can use MacPaint's drawing tools to draw perfectly structured shapes or your own freehand designs. You can type text in beautiful fonts, sizes, and styles and add text from other applications as well.

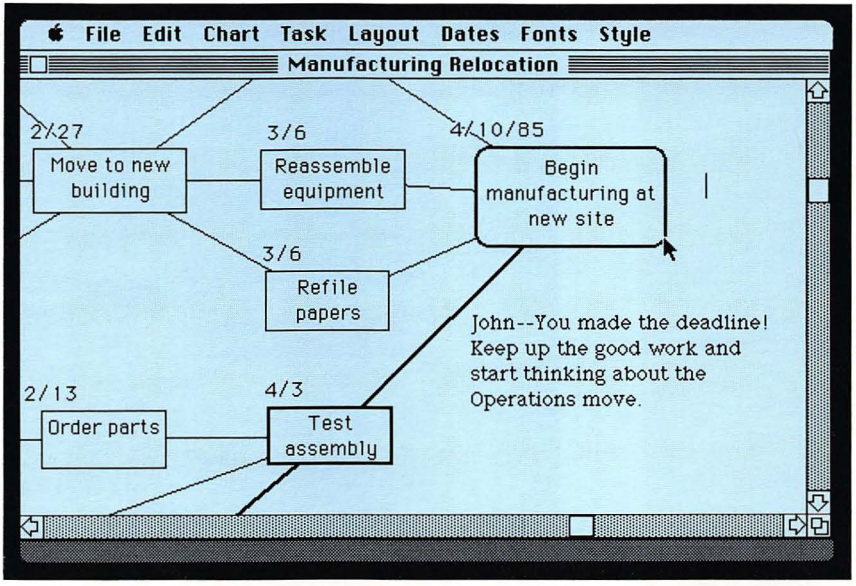


MacTerminal

MacTerminal lets you communicate with the rest of the world. You can access information services such as THE SOURCE℠, CompuServe® Information Services, or Dow Jones News/Retrieval®; exchange information with another computer; and send and receive electronic mail.

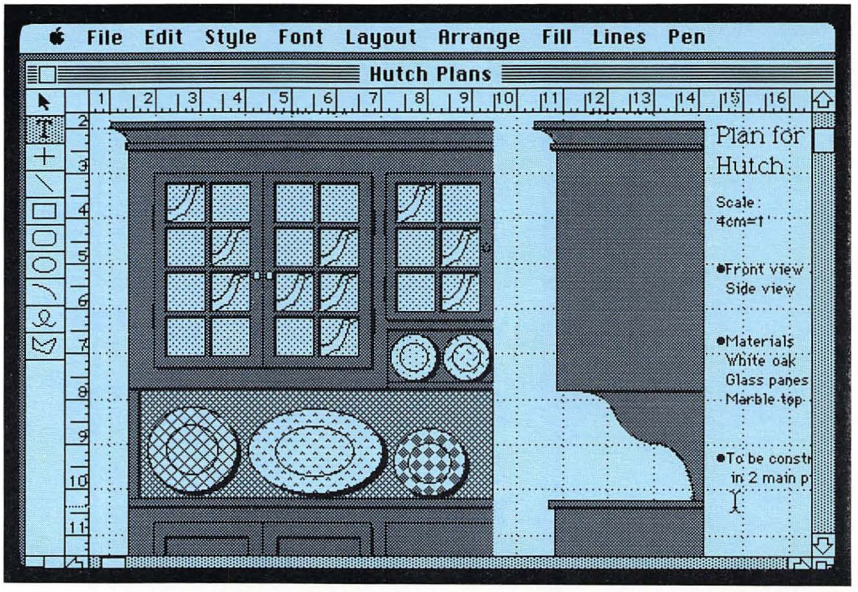
MacProject

Project management and scheduling have never been easier. You tell MacProject what tasks are involved in your project and what resources you have. MacProject calculates the "critical path" to completion and estimates costs in money and time. If you miss (or beat!) a deadline or if your available resources change, MacProject recalculates everything in a flash.



MacDraw

MacDraw lets you create structured graphics on the Macintosh 512K enhanced. You can prepare perfect flowcharts, diagrams, graphs, technical drawings, and organizational charts, as well as freehand drawings. You can add text in different fonts, sizes, and styles.



Switcher Construction Kit

With the Switcher™ Construction Kit and the Macintosh 512K enhanced's 512K of memory, you can work with up to four applications in memory at one time. You can construct "integrated" software customized just for the way you work, letting you switch among applications and exchange information as easily as you move papers on your desk.

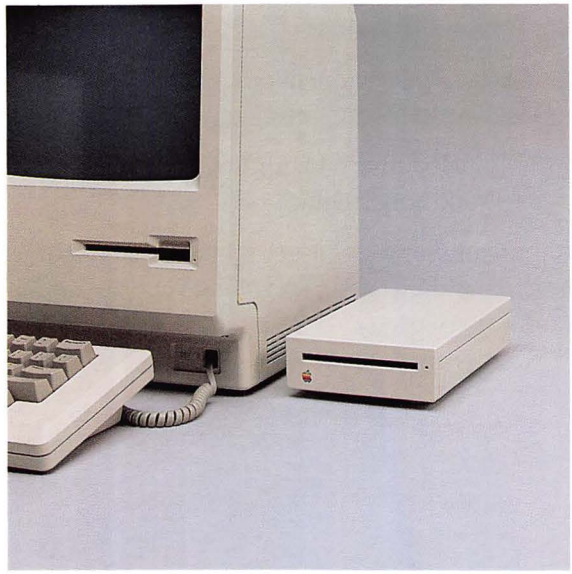
And Many More...

Top software developers are introducing many more applications for the Macintosh 512K enhanced. (Contact your authorized Apple dealer for availability.) You can choose from

- electronic spreadsheets for budgeting, forecasting, and answering "What if?" questions
- data base management programs for helping you keep track of everything from inventories to prospective clients to your favorite restaurants
- charting programs for turning numbers nobody understands into charts everyone understands
- programming languages, publishing programs, spelling checker programs, and hundreds more for getting your work done (and educational programs or games for when you need a break)

800K External Disk Drive

With an 800K External Disk Drive attached to your Macintosh 512K enhanced, you can get at information on disks faster and make it easier to copy information from one disk to another. See "Disks" in Chapter 3.



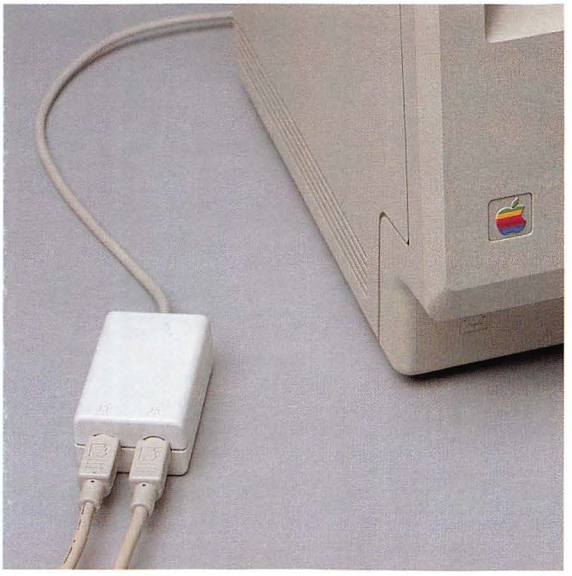
Apple Hard Disk 20

The Apple Hard Disk 20 gives you 20 megabytes of disk space. With a hard disk you can keep all of your applications and documents in one place and get at them quickly.



AppleTalk Personal Network

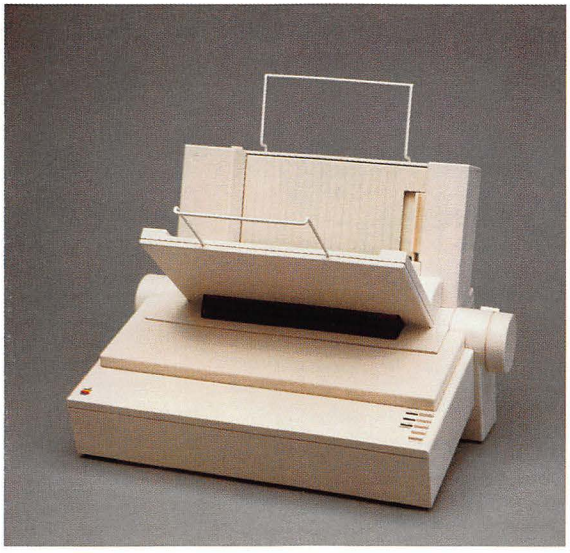
The AppleTalk™ Personal Network is a low-cost local area network that's as easy to set up and use as your Macintosh 512K enhanced. AppleTalk lets everyone in your work group communicate with each other (sending documents or electronic mail at 200 times the speed of ordinary telecommunications). With AppleTalk you can also share the cost of high-performance resources such as the LaserWriter—at a fraction of the cost of other networks.



Apple ImageWriter II Printer

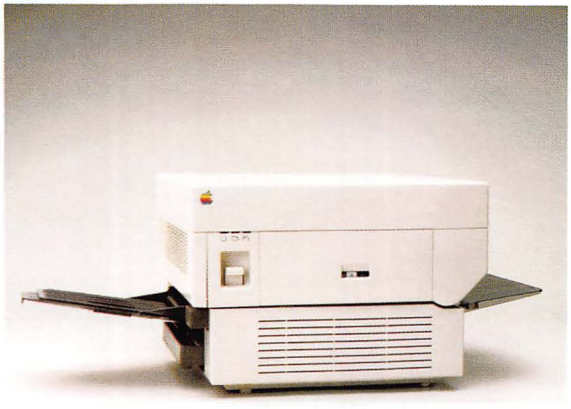
With an Apple ImageWriter II printer attached to your Macintosh 512K enhanced, you can get high-quality printed copies at a low cost. And if you have another Apple computer, you can use the ImageWriter II with it as well.

If you have an ImageWriter that's not an ImageWriter II, you can purchase an adaptor kit that lets you use your printer with your Macintosh 512K enhanced.



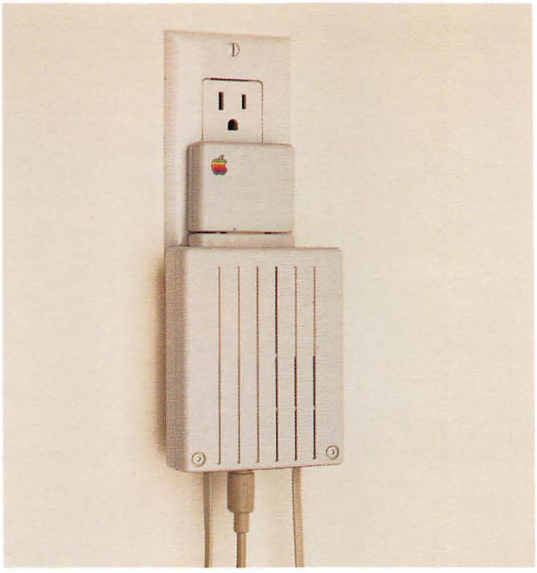
Apple LaserWriter Printer

The Apple LaserWriter gives you near-typeset quality printed copies of your work, for a lot less money than you'd expect. And the LaserWriter uses the AppleTalk Personal Network so you can share the LaserWriter with the people you work with.



Apple Personal Modem

An Apple modem lets your Macintosh 512K enhanced communicate with the rest of the world using telephone lines. You can send and receive messages through electronic mail, subscribe to news services, find out the latest price of your stocks, or access an entire university library from your Macintosh. Your Apple dealer can tell you about the Macintosh telecommunications possibilities, including MacTerminal.







Chapter 5

Taking Care of Your Macintosh 512K enhanced

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153 When you insert a disk, the screen is bright, but the desktop doesn't appear.
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Keeping It in Good Shape

The first thing to know: You'll never hurt your Macintosh 512K enhanced by clicking in the wrong place or pressing the wrong key. Your Macintosh 512K enhanced is no more fragile than a television set. And if you follow the few suggestions here, you and your Macintosh 512K enhanced will be together for a long time.

Main Unit

Give your Macintosh 512K enhanced plenty of space—enough so air can circulate on all sides, even the bottom. Make sure air can circulate around each of the ventilation slots on the top and sides of the main unit. Don't use it on thick-pile carpet or upholstery, and don't set anything on top of it while it's switched on. You can store your Macintosh 512K enhanced in a bookcase, but it shouldn't be crammed into a small space while you're using it.

Be careful not to spill liquids on your Macintosh 512K enhanced. The main unit is reasonably safe from small splashes, but probably won't survive a cup of coffee spilled into it.

The Macintosh 512K enhanced can tolerate about the same range of temperatures as you can, but don't let it sit outside in direct sunlight or expose it to rain (much less hail, sleet, or snow). The top of the main unit will feel warm to the touch (about 85°–90° F) after it's been on for a while. This is just the heat generated inside rising to the top and escaping.

It's fine to keep your Macintosh 512K enhanced switched on even when you're not using it. It uses very little electricity (about the same as a 60-watt light bulb), and it makes a fine night light. Just remember to turn down the brightness, because if your Macintosh 512K enhanced is left on for long periods (days or weeks), the image on the screen will start to "burn in," and the screen may be permanently damaged.

Never try to remove the cover from the main unit. The Macintosh 512K enhanced contains extremely high-voltage components that retain an electrical charge, even after the unit is switched off.

Important Safety Instructions: The Macintosh 512K enhanced is intended to be electrically grounded. It's equipped with a three-wire grounding-type plug, a plug having a third (grounding) pin. This plug will fit only into a grounding-type AC outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet and, if necessary, install a grounding conductor. Do not defeat the purpose of the grounding-type plug.

Keyboard

The keyboard cable connectors are just like those used in modular telephones; however, the cables themselves are not. *Never* connect these cables to your telephone and never connect a phone cable to your Macintosh 512K enhanced. Doing so may cause permanent damage.

Try not to spill anything on the keyboard. It can be ruined by a spilled soft drink or anything that leaves a sticky residue. If you spill something on the keyboard and it stops working:

- □ If the liquid is sweet or sticky, unplug the keyboard and take it to your authorized Apple dealer for repair or replacement.
- □ If the liquid is thin and clear, try unplugging the keyboard, turning it upside down to let the liquid drain out, and drying it for 24 hours at room temperature. If it still doesn't work, take it to your Apple dealer.

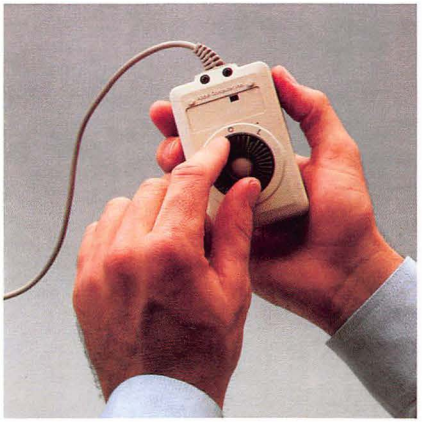
Mouse

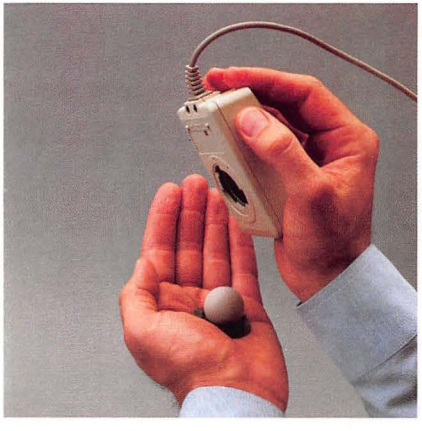
Be careful not to drop the mouse or let it hang from a table by its cable. Just use common sense in treating it as carefully as you can.

The surface your mouse moves on should be as smooth, clean, and dust-free as possible. And give the mouse itself an occasional cleaning.

How to clean the mouse:

1. Turn the mouse upside down and rotate the black plastic dial counterclockwise as far as it will go.
2. Holding one hand over the ball and dial to catch them, turn the mouse back right side up. The dial and the ball will drop into your hand.





3. Inside the case are two plastic rollers, similar to those on a tape recorder. Using a cotton swab moistened with alcohol or tape head cleaner, gently wipe off any oil or dust that has collected on the rollers, rotating them to reach all surfaces.
4. Wipe the ball with a soft, clean, dry cloth. (Don't use tissue or anything that may leave lint, and don't use a cleaning liquid.)





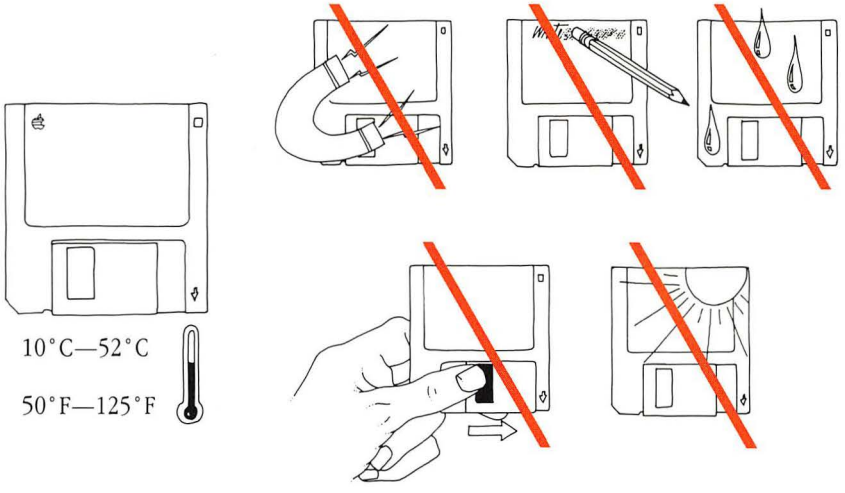
5. Blow gently into the case to remove any dust that has collected there.
6. Put the ball back into its case and, lining up the indicator on the dial with the "O" on the back of the case, reinsert the dial and turn it clockwise as far as it will go. (It will click when firmly in place.)

Disks

Although Apple 3½-inch disks are quite tough, they do have a few modest physical requirements—about the same as audio cassette tapes have. Your Macintosh disks should be kept dry, away from extreme temperatures (don't lay them on top of your Macintosh 512K enhanced or store them on the seat of your car), out of direct sunlight, and out of reach of anything that contains a magnet, like a telephone. (Magnetic fields can scramble the information on the disk.)

When the disk is inserted into the disk drive, the metal covering on the disk case slides to the left so the Macintosh 512K enhanced can get information from and save information on the disk. When the disk is out of the disk drive, the metal covering closes by spring action to protect the disk underneath it. Never touch the exposed disk under the metal covering.

Other than that, you don't have to treat disks especially carefully. You can carry them around in your briefcase or coat pocket or mail them to your aunt in Cooperstown. (Two fit nicely in a business envelope.)



Be sure to make a copy of any disks you can't do without. (See "Copying an Entire Disk" in Chapter 2.) It's no fun losing a report the night before you were going to make final corrections.

You can purchase disks in a 10-pack from your authorized Apple dealer.

Clock Battery

Your Macintosh 512K enhanced has a clock that runs continuously, even when the Macintosh 512K enhanced is switched off. (Choose Alarm Clock from the Apple menu to see it.) When the Macintosh 512K enhanced is off, the clock runs on battery power. The battery will probably last about two years. If the clock begins to lose accuracy, replace the battery.

To do this, open the battery door on the back of the Macintosh 512K enhanced by pressing the latch, allowing the door to drop out. Replace the old battery with a new 4.5-volt battery (Eveready No. 523 or equivalent). Make sure you insert the battery so that its plus and minus indicators match those on the Macintosh 512K enhanced cover. Put the battery cover back on. Reset the clock if you need to: choose Alarm Clock from the Apple menu.



Service and Support

To help you get the best performance from your Macintosh 512K enhanced system, Apple Computer, Inc., has established a worldwide network of full-support Apple dealers. If you need answers to technical questions or information about product updates, your Apple dealer can help you. Apple's Technical Support organization backs each dealership to ensure prompt and reliable assistance.

If service is required on your Macintosh 512K enhanced, take it to your authorized Apple dealer. Each authorized Apple dealer is required to employ Apple-trained service technicians and to use Apple parts in performing repairs. If you have moved, take your Macintosh 512K enhanced to the nearest authorized Apple dealer. There are more than 2,400 authorized Apple dealers in the United States alone. For the authorized Apple dealer nearest you in the United States, call (800) 538-9696; in Canada, (800) 268-7682. Or, if you prefer, write to:

Apple Computer, Inc.
Attn: Customer Relations
29525 Mariani Avenue
Cupertino, CA 95014

Apple also offers the AppleCare® Service Agreement, which keeps your warranty protection in force for up to three years. AppleCare is one of the lowest-priced service plans in the industry, and your AppleCare Agreement will be honored at all participating authorized Apple dealers within the country of purchase—an added benefit if you relocate. Local service means time saved in getting your Apple system back to work.

You may purchase AppleCare at any time, but for uninterrupted protection, it's a good idea to buy the AppleCare along with your Macintosh 512K enhanced system. In addition to providing you with complete coverage, AppleCare purchased along with your Macintosh 512K enhanced avoids an owner-paid inspection of your system if your warranty has expired. AppleCare is available through your authorized Apple dealer.

If Something Goes Wrong

Do not attempt to open the cover of your Macintosh 512K enhanced. The Macintosh 512K enhanced was designed so that you never need to remove the cover of the main unit or the keyboard; everything you connect to your Macintosh 512K enhanced can be connected from the outside. If your Macintosh 512K enhanced stops working, try the suggestions that follow; if it still doesn't work, take it to your authorized Apple dealer.

You may need to know the serial number of your Macintosh 512K enhanced. It's under the front edge of the Macintosh 512K enhanced.

The screen is dark.

What's Probably Wrong

The Macintosh 512K enhanced isn't getting power or the brightness control is turned way down.

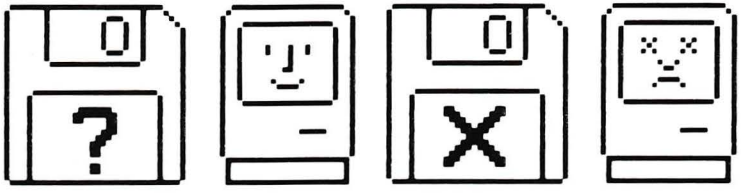
What to Do

Check the brightness control under the left side of the screen; turn it clockwise to make the screen brighter. Make sure the Macintosh 512K enhanced is switched on and the power cord is firmly attached to both the main unit and the wall outlet. If the outlet is controlled by a wall switch, is the wall switch on? Is the outlet controlled by a dimmer switch? (Use a different outlet if it is.)

When you insert a disk, the screen is bright, but the desktop doesn't appear.

What's Probably Wrong

When you start up the Macintosh 512K enhanced or insert a disk, the Macintosh 512K enhanced presents one of several icons that give you information about itself or the disk you inserted. Each icon gives you information about what's happening.



What to Do

The question mark means the Macintosh 512K enhanced is switched on and ready for you to insert a startup disk.

The "happy Macintosh" means everything's fine to this point.

An "X" usually means the disk you inserted to start up the Macintosh 512K enhanced isn't a startup disk. It can also mean the disk is damaged. Switch off the Macintosh 512K enhanced and try restarting with a different disk.

The "sad Macintosh" appears when the Macintosh 512K enhanced can't go any further because of a problem with the system software. Sometimes this indicates a hardware problem. See your dealer.

You may have to eject the disk manually. To do this, press and hold the mouse button while you switch the Macintosh 512K enhanced off and then on again. (The groaning sound is normal.)

A dialog box with a bomb icon appears.

What's Probably Wrong
There's a serious problem with the software.

What to Do
The error codes presented in the dialog box are very general and may not be very helpful in discovering the problem. Try restarting the Macintosh 512K enhanced with the same disk. If the problem occurs again, abandon that disk and try a different version of the software.

Moving the mouse has no effect on the pointer.

What's Probably Wrong
The mouse might not be firmly connected to the main unit, or the mouse isn't working properly. There may be a problem with the software.

What to Do
Is the mouse firmly connected to the Macintosh 512K enhanced? Is it moving on a smooth, clean surface? Does the mouse need cleaning? (See "Keeping It in Good Shape" in this chapter.)

If the problem doesn't seem to be with the mouse, check the software by first restarting the Macintosh 512K enhanced, then trying another disk. If there seems to be a software problem you can't solve by restarting or by trying another disk, tell your Apple dealer about it. Your dealer can get the answers you need.

Typing on the keyboard produces nothing on the screen.

What's Probably Wrong

You might be in a situation that doesn't allow typing. (For example, MacPaint has a tool just for entering text.) The keyboard connection may be loose, or the keyboard broken.

What to Do

Make sure you're in a situation that allows typing. Use the Key Caps disk accessory to check each key. Make sure the keyboard is connected securely. If this doesn't help, see your Apple dealer.

You can't save anything on a disk.

What's Probably Wrong

Either the disk can't accept the information because it's full, not initialized for the Macintosh 512K enhanced, locked, or damaged, or the disk drive isn't working.

What to Do

Usually a message appears in a box describing the exact problem. If not, take the following steps. Eject the disk and see if the plastic tab is in the locked position. (If you can't eject it in the usual way, see the next section.) Reinsert the disk. Make sure the disk has been initialized for the Macintosh 512K enhanced. Check to see if there's room for more information on the disk by selecting the disk and choosing Get Info from the File menu. Try using a different disk.

If you still have trouble saving anything, the disk drive probably isn't working correctly. Take the Macintosh 512K enhanced to your Apple dealer for help.

You can't eject the disk.

What's Probably Wrong

Your Macintosh 512K enhanced can't get the information it needs to eject the disk in the usual way.

What to Do

Press and hold the mouse button down while you switch the Macintosh 512K enhanced off and then on again. This should eject the disk. As a last resort, find the small hole beneath the disk drive. Insert a straightened paper clip or similar small object and push. This ejects the disk if all else fails.

General Symptoms and Solutions

If none of these specific symptoms or solutions seem to fit, consider the three general ways in which your Macintosh 512K enhanced could be ailing:

- ☐ The application you're using could have gone wrong just this once after it was copied from the disk into memory.
- ☐ The disk you're using has bad information on it.
- ☐ The Macintosh 512K enhanced is on the blink.

If you've checked the specific symptoms in this chapter, and you still can't get any response from your Macintosh 512K enhanced, try turning it off briefly and then on again. If this works and this time you're able to complete what you tried before, it was just a glitch. (That's a technical term.) If you find yourself in the same dilemma after restarting the Macintosh 512K enhanced, the problem is with the disk. Try another disk (one without any valuable documents on it, if possible, so you don't risk losing them).

Miscellaneous Software Problems

You can avoid many software problems by always keeping each of your startup disks current with the latest system software. See "Using the Installer" in Chapter 2. If you have the same problem with all disks, the Macintosh 512K enhanced most likely has a problem. Take it to your Apple dealer.

Some applications may require their own customized system files to work properly. In this case, hold down the Option key while you open the application to force the Macintosh 512K enhanced to switch to another startup disk. This is especially useful if you're using a hard disk. See "Startup Disks" in Chapter 3.

Some applications use data files such as help files kept together in a separate folder. If you drag that folder to a disk that's initialized two-sided, the application may not be able to find the data files. Try moving the data files to the same folder as the application. If all else fails, drag the application, document, any necessary data files, Finder, and System file together to the disk-level directory—not in any folder.

Radio and Television Interference

The Macintosh 512K enhanced generates and uses radio frequency energy. If it is not installed and used properly, that is, in strict accordance with our instructions, it may cause interference to radio and television reception.

Your Macintosh 512K enhanced has been tested and complies with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC rules. These rules are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that the interference will not occur in a particular installation, especially if a "rabbit ear" TV antenna is used. (A "rabbit ear" antenna is the telescoping rod type usually contained on TV receivers.)

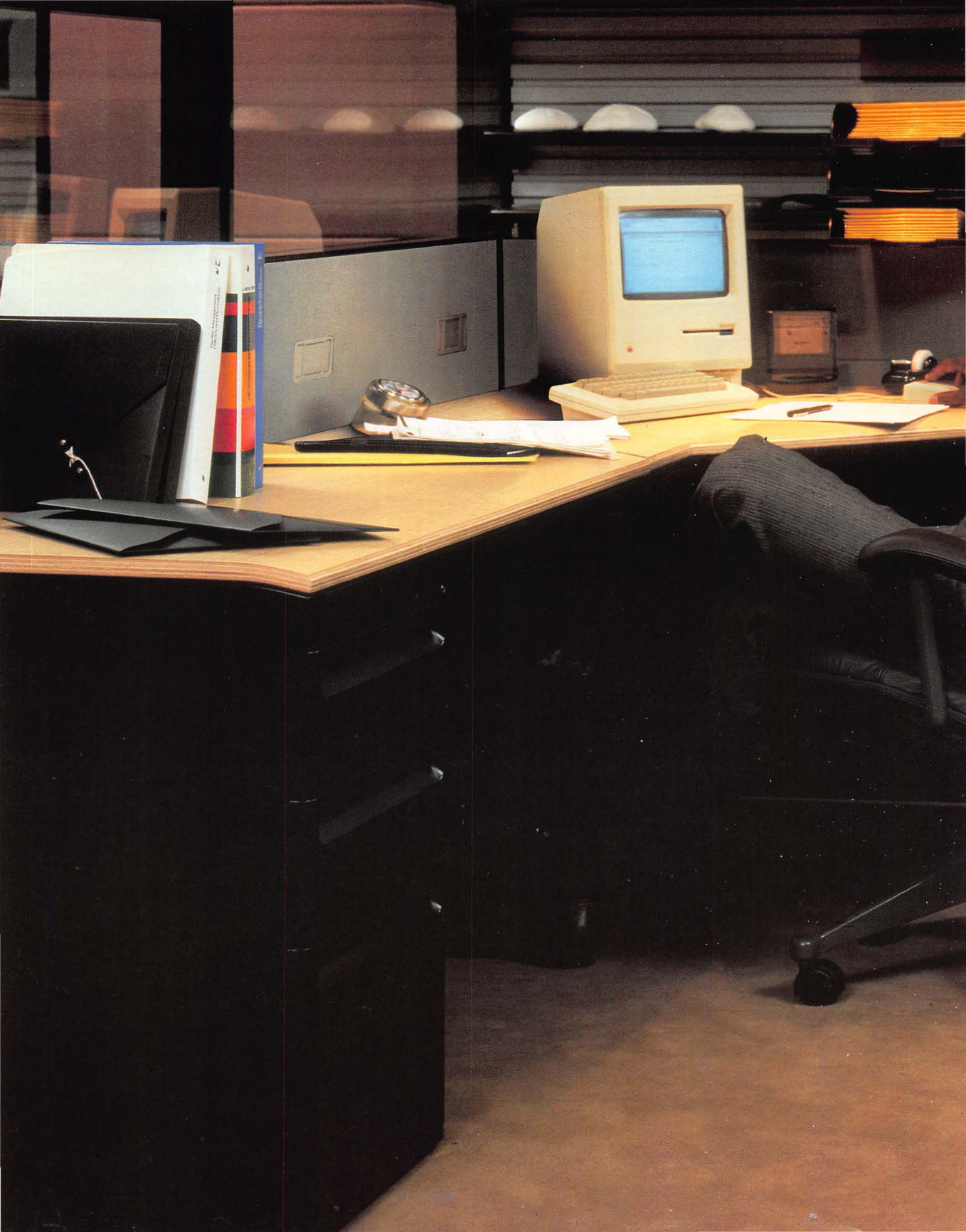
You can determine whether your computer is causing interference by turning it off. If the interference stops, it was probably caused by the computer or its peripherals. To further isolate the problem:

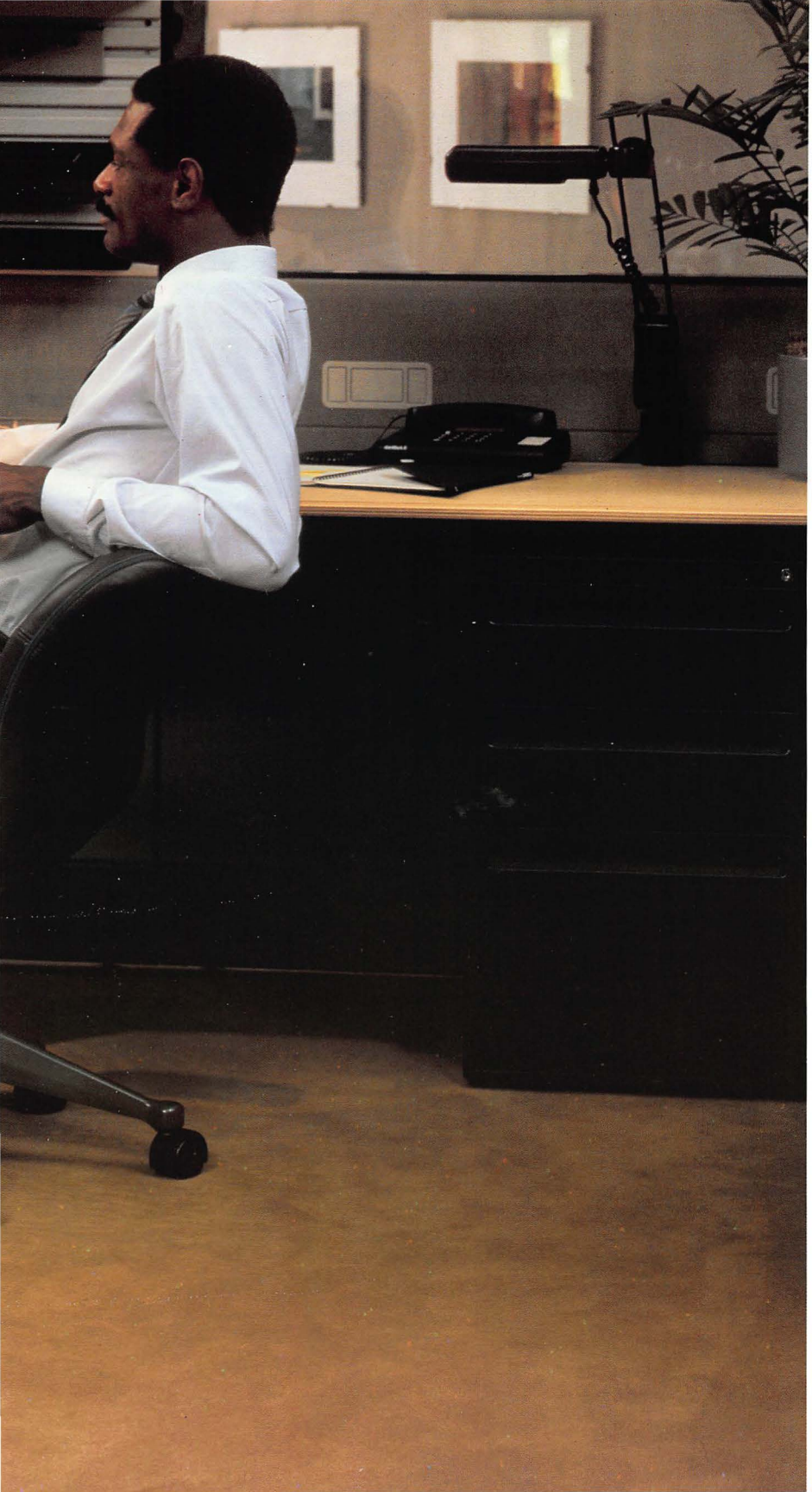
- ☐ Disconnect the peripheral devices and their I/O cables one at a time. If the interference stops, it is caused by either the peripheral or its I/O cable. These devices require shielded I/O cables. Your Macintosh 512K enhanced and all Macintosh 512K enhanced peripherals come with shielded cables. For non-Apple peripherals, contact the manufacturer or dealer for assistance.
- ☐ If you are using a non-Apple peripheral with your Macintosh 512K enhanced, be sure that it is supplied with a shielded I/O cable. The Macintosh 512K enhanced has been tested with shielded cables and may not comply with the class B limits when used with nonshielded cables.

If your computer does cause interference to radio or television reception, you can try to correct the interference by using one or more of the following measures:

- ☐ Turn the TV or radio antenna until the interference stops.
- ☐ Move the computer to one side or the other of the TV or radio.
- ☐ Move the computer farther away from the TV or radio.
- ☐ Plug the computer into an outlet that is on a different circuit from the TV or radio. (That is, make certain the computer and the TV or radio are on circuits controlled by different circuit breakers or fuses.)
- ☐ Consider installing a rooftop TV antenna with coaxial cable lead-in between the antenna and TV.

If necessary, you should consult your dealer or an experienced radio/television technician for additional suggestions.





Appendixes

Appendix A:

Optional Character Set

Holding down the Option key while you type another key on the keyboard produces the following characters (shown on the right side of each key) in the Chicago font.



White = Character produced by holding down the Option key while you type another character

Red = Character produced by holding down the Option key and the Shift key while you type another character

You produce accented characters by combining optional characters with standard characters. See "Keyboard" in Chapter 3.

You can also view the optional character set by choosing the Key Caps desk accessory from the Apple menu. See "Desk Accessories" in Chapter 3. The Key Caps desk accessory lets you see the optional characters for all fonts in the current startup disk's System file.

Appendix B:

Macintosh 512K enhanced Specifications

Processor:	MC68000, 32-bit internal architecture, 7.8336 MHz clock frequency
Memory:	512K RAM 128K ROM
Disk capacity:	800K per formatted double-sided disk, 3½-inch-diameter hard-shell media
Screen:	9-inch diagonal, high-resolution, 512-pixel by 342-pixel bit-mapped display
Interfaces:	Synchronous serial keyboard bus Two RS232/RS422 serial ports, 230.4K baud maximum (up to 0.920 megabit per second if clocked externally) Mouse interface External disk interface
Sound generator:	4-voice sound with 8-bit digital-analog conversion using 22 KHz sample rate
Input:	Line voltage: 105 to 125 volts AC, RMS Frequency: 50 or 60 Hz Power: 60 watts
Keyboard:	58 key, 2-key rollover, software mapped, detachable
Mouse:	Mechanical tracking, optical shaft encoding 3.54 pulse per mm (90 pulse per inch) of travel
Clock/calendar:	CMOS custom chip with 4.5 volt (Eveready No. 523 or equivalent) user-replaceable battery backup

Size and weight:

	Weight	Height	Width	Depth
Main Unit	7.5 kg (16 lb 8 oz.)	344 mm (13.5 in)	246 mm (9.7 in)	276 mm (10.9 in)
Keyboard	1.2 kg (2 lb 8.5 oz)	65 mm (2.6 in)	336 mm (13.2 in)	146 mm (5.8 in)
Mouse	.2 kg (7 oz)	37 mm (1.5 in)	60 mm (2.4 in)	109 mm (4.3 in)

Environment:

Temperature: operating: 10° C to 40° C (50° F to 104° F)
storing: −40° C to 50° C (−40° F to 122° F)

Humidity, all conditions: 5% to 90% relative humidity

Altitude: 0 to 4615 m (0 to 15,000 ft)

Appendix C:

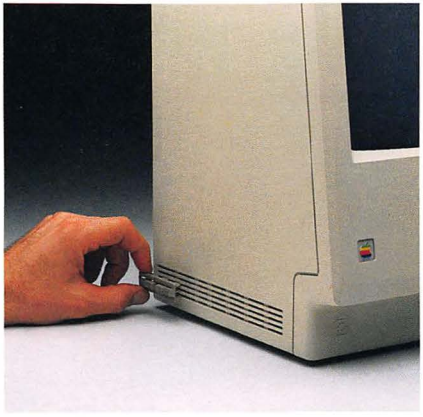
Application Development for the Macintosh 512K enhanced

If you want to develop new applications for the Macintosh 512K enhanced, ask your Apple dealer about *Inside Macintosh,* the technical documentation. Or write to:

Apple Developer Relations
Mailstop 23-AW
Apple Computer, Inc.
20525 Mariani Avenue
Cupertino, CA 95014

A programmer's switch is included with the Macintosh 512K enhanced. Install it only if you're developing stand-alone applications or desk accessories. The switch has two parts. The front part of the switch is a reset switch. Pressing it is just like pressing the power switch off and carries the same cautions—press it only in the Finder with all disks properly ejected. The back part of the switch is an interrupt switch; press it only if you have debugging software installed.

The switch snaps into place on the left side of the Macintosh 512K enhanced, toward the back, in the second slot from the bottom.



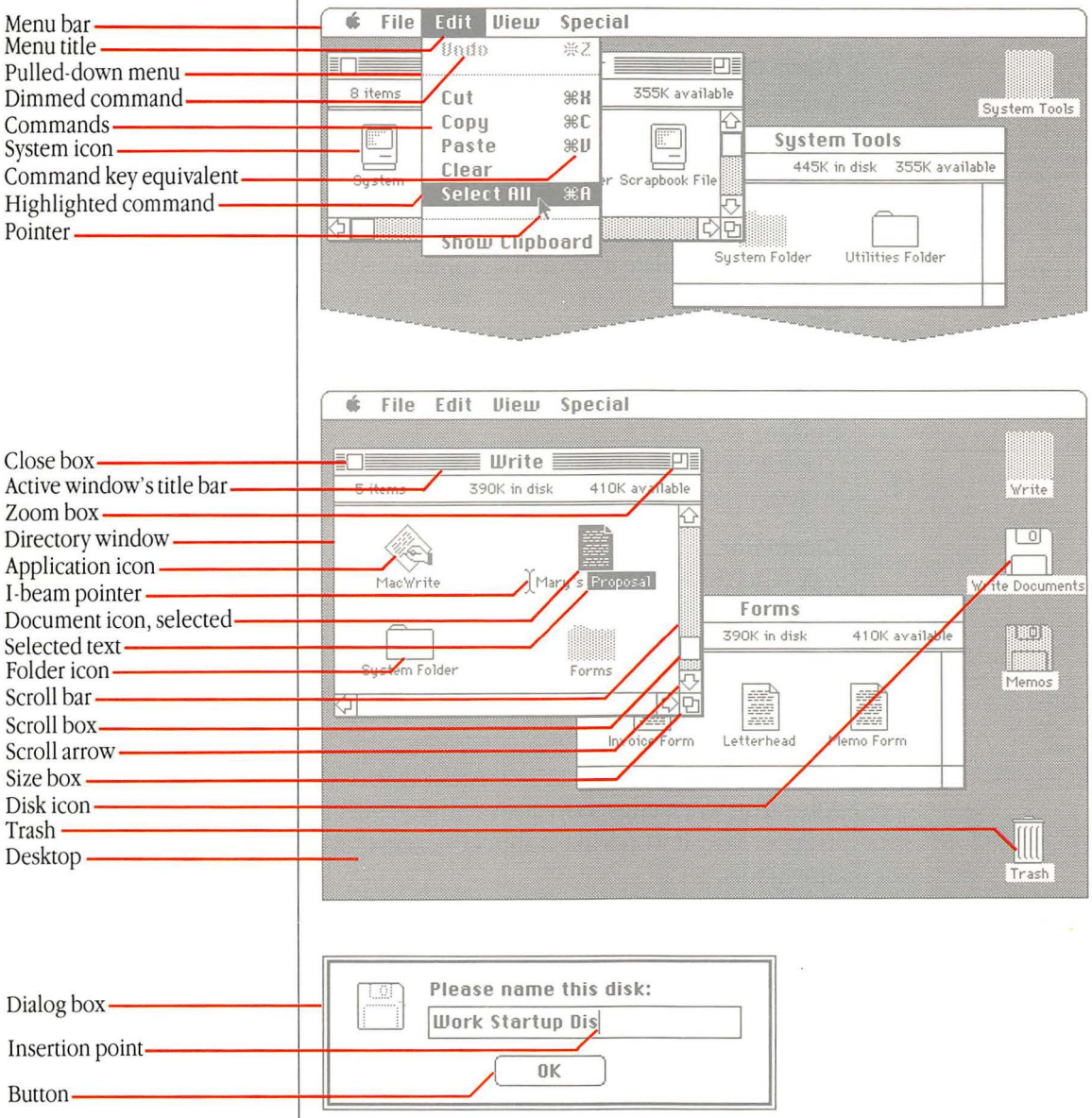
Appendix D:

Macintosh 512K enhanced Cables for Peripheral Devices

ImageWriter II (Circular-8) 	M0185 Macintosh Peripheral-8 Cable
ImageWriter (DB-25) 	Use existing cable
Apple Personal Modem (Circular-8) 	M0185 Macintosh Peripheral-8 Cable
Apple Modem 300/1200 (DB-9) 	Use existing cable
AppleTalk (DB-9) 	M2010 AppleTalk Connector Kit

The Macintosh 512K enhanced was FCC certified under test conditions that include the use of shielded cables and connectors between system components. It is important that you use shielded cables and connectors to reduce the possibility of causing interference to radio, television, and other electronic devices.

Glossary


Menu bar
Menu title
Pulled-down menu
Dimmed command
Commands
System icon
Command key equivalent
Highlighted command
Pointer
File
Edit
View
Special
Undo
Cut
Copy
Paste
Clear
Select All
Show Clipboard
8 items
355K available
System Tools
445K in disk
355K available
Scrapbook File
System Folder
Utilities Folder
Close box
Active window's title bar
Zoom box
Directory window
Application icon
I-beam pointer
Document icon, selected
Selected text
Folder icon
Scroll bar
Scroll box
Scroll arrow
Size box
Disk icon
Trash
Desktop
Write
390K in disk
410K available
MacWrite
Proposal
Forms
Letterhead
Memo Form
Memos
Trash
Dialog box
Insertion point
Button
Please name this disk:
Work Startup Dis
OK

active window
The frontmost window on the desktop; the window where the next action will take place. An active window's title bar is highlighted.

Alarm Clock
A desk accessory that displays the current date and time.

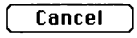
Apple menu
The menu on the far left in the menu bar. Its title is an apple symbol.

application program
A tool to manipulate information, sometimes called an "application."

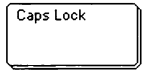
Backspace key
A key that moves the insertion point backward, removing the previously typed character, or that removes the current selection.

button
The places in dialog boxes where you click to designate, confirm, or cancel an action. See also *mouse button*.

Calculator
A desk accessory that works like a four-function pocket calculator. You can cut and paste calculation results into your documents.



Cancel button
A button that appears in dialog boxes. Clicking this button cancels the command.



Caps Lock key
A key that, when engaged, causes subsequently typed letters to appear in uppercase. It works like a Shift key except that it doesn't affect numbers or symbols.

character keys
The following keys on the Macintosh 512K enhanced keyboard—letters, numbers, symbols, punctuation, Return, Tab, and the space bar.

check box
The small box or circle associated with an option in a dialog box that, when clicked, adds or removes the option.

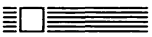
choose
To pick a command from a menu by dragging. Usually you do this after you've selected something for the Macintosh 512K enhanced to act on.

Chooser
A desk accessory that lets you configure your Macintosh 512K enhanced system to print on any printer for which there's a printing resource on the current startup disk and lets you designate the port you've physically connected the printer to. You can also specify a user name that the Macintosh 512K enhanced may use from time to time—when you're printing on a LaserWriter, for example.

click
To position the pointer on something, then press and quickly release the mouse button.

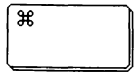
Clipboard
The holding place for what you last cut or copied.

close
To turn a window back into the icon that represents it.



close box
The small white box on the far left side in the title bar of an active window. Clicking a close box closes the window.

command
A word or phrase, usually in a menu, describing an action for the Macintosh 512K enhanced to perform. Also, a combination of the Command key and a character key that accomplishes the same thing.



Command key
A key that, when held down while another key is pressed or a mouse action is performed, causes a command to take effect.

Control Panel
A desk accessory that lets you change the speaker volume, the AppleTalk connection, create a RAM cache , and set other preferences.

current startup disk
The startup disk whose system files the Macintosh 512K enhanced is currently using. See also *startup disk*.

cut
To remove something by selecting it and choosing Cut from the Edit menu. What you cut is placed on the Clipboard.

desk accessories
"Mini-applications" that are available on the desktop from the Apple menu regardless of which application you're using. Examples are the Calculator, Alarm Clock, and Scrapbook.

desktop
Macintosh's working environment—the menu bar and the gray area on the screen.



dialog box
A box containing a message requesting more information from you. Sometimes the message is a warning that you're asking your Macintosh 512K enhanced to do something it can't do or that you're about to destroy some of your information. In these cases the message is often accompanied by a "beep."



dimmed command
A command that appears dimmed compared to other commands in the menu. A dimmed command can't be chosen.

dimmed icon
An icon that represents a disk that has been ejected, or a document, folder, or application on a disk that has been ejected. Dimmed disk or folder icons can be selected and opened, but the documents and applications on them can't be opened.

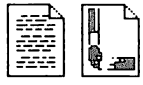
directory
A pictorial, alphabetical, or chronological list of the contents of a folder or a disk.



disk
The magnetic medium on which the Macintosh 512K enhanced stores information. The Macintosh 512K enhanced can use a 3 ½-inch disk or a hard disk.



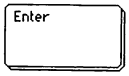
disk drive
The mechanism that holds the disk, retrieves information from it, and saves information on it. A hard disk drive has the disk permanently encased. A 3 ½-inch disk drive requires that you insert a 3 ½-inch disk.



document
Whatever you create with Macintosh applications—information you enter, modify, view, or save.

double-click
To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse.

drag
To position the pointer on something, press and hold the mouse button, move the mouse and release the mouse button. When you release the mouse button, you either confirm a selection or move an object to a new location.



Enter key
A key that confirms or terminates an entry or sometimes a command.

file
A collection of information stored on a disk—a document, a system file like the System file or Finder, an application, and so forth.

Finder
An application that's always available on the desktop. You use it to manage documents and applications, and to get information to and from disks.



folder
A holder of documents, applications, or other folders on the desktop. Folders allow you to organize information in any way you want.

font
A collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance. An example of a Macintosh font is Geneva.

hard disk
A disk drive that has the disk permanently encased. See also *disk drive*.

hardware
Anything about the Macintosh 512K enhanced that you can see or touch.

hierarchical file system
A way of using folders to organize documents, applications, and other folders on a disk to keep together and view related information. Folders (analogous to subdirectories in other systems) can be nested in other folders to create as many levels of a hierarchy as you need. Opening a folder presents only the information you've put in that folder, so you can concentrate on that information without viewing everything on the disk.

highlight
To make something visually distinct from its background, usually to show that it has been selected or chosen.



I-beam
A type of pointer used in entering and editing text.

icon
A graphic representation of an object, a concept, or a message. Icons are often objects associated with the Finder.

information window
The window that appears when you select an icon and choose Get Info from the File menu. It supplies information such as size, type, and date, and it includes a place for adding notes.

initialize
To prepare a disk to receive information. 800K disks you use with the Macintosh 512K enhanced can be initialized on both sides or on just one side.

insertion point
The spot in a document where something will be added. An insertion point is selected by clicking and is represented by a blinking vertical bar.

lock
To prevent documents from being edited, discarded, or renamed, or to prevent entire disks from being altered.

main unit
The Macintosh 512K enhanced console, which contains the processor, memory, the built-in disk drive, and the screen.

memory
The place in the Macintosh 512K enhanced main unit that stores information while you're working with it. The Macintosh 512K enhanced includes 512K of memory you can use for your work, and 128K of ROM (read-only memory) that stores certain system information permanently. See also *RAM* and *ROM*.

menu
A list of commands that appears when you point to and press the menu title in the menu bar. Dragging through the menu and releasing the mouse button while a command is highlighted chooses that command.

menu bar
The horizontal strip at the top of the screen that contains menu titles.

menu title
A word or phrase in the menu bar that designates one menu. Pressing on the menu title causes the title to be highlighted and its menu to appear below it.



mouse
The small device you roll around on a flat surface next to your Macintosh 512K enhanced. When you move the mouse, the pointer on the screen moves correspondingly.

mouse button
The button on the top of the mouse. In general, pressing the mouse button initiates some action on whatever is under the pointer, and releasing the button confirms the action.

numeric keys
Keys on the right of the keyboard that let you do numeric entry and calculation quickly.

open
To create a window from an icon so you can view a document or directory.



Option key
A key used like the Shift key to give an alternate interpretation to another key you type. You use it to type foreign characters or special symbols.

paste
To put a copy of the contents of the Clipboard—whatever was last cut or copied—at the insertion point.



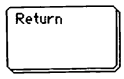
pointer
A small shape on the screen, most often an arrow pointing up and to the left, that follows the movement of the mouse.

press
To position the pointer on something and then hold down the mouse button without moving the mouse.

printing resource
A system file that lets you print on a corresponding printer attached to the Macintosh 512K enhanced. Sometimes called a "printer driver."

RAM
Random access memory, the part of the Macintosh 512K enhanced memory that stores information temporarily while you're working on it. RAM can contain both application programs and your own information. Information in RAM is temporary, gone forever if you switch the power off. An exception to this is a small amount of memory used to save settings, such as the clock and Speaker Volume, that's powered by battery when your Macintosh 512K enhanced is switched off.

RAM cache
RAM you can designate to store certain information an application uses repeatedly. Using the RAM cache can greatly speed your work, but may need to be used sparingly or not at all with applications that require large amounts of memory. You set the RAM cache in the Control Panel.



Return key
A key that causes the insertion point to move to the beginning of the next line. It's sometimes used to confirm or terminate an entry or a command.

ROM
Read-only memory, the part of memory that contains information the Macintosh 512K enhanced uses (along with system files) throughout the system, including the information it needs to get itself started. Information in ROM is permanent; it doesn't vanish when you switch the power off. The Macintosh 512K enhanced contains 128K of ROM. See also *RAM*.

save
To store information on a disk.

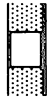
Scrapbook
A desk accessory in which you save frequently used pictures and text.

scroll
To move a document or directory in its window so that you can see a different part of it. You can also scroll the directory in some dialog boxes.



scroll arrow
An arrow on either end of a scroll bar. Clicking a scroll arrow moves the document or directory one line. Pressing a scroll arrow scrolls the document continuously.

scroll bar
A rectangular bar that may be along the right or bottom of a window. Clicking or dragging in the scroll bar causes the view of the document to change.

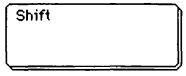


scroll box
The white box in a scroll bar. The position of the scroll box in the scroll bar indicates the position of what's in the window relative to the entire document.

select
To designate where the next action will take place. To select, you click or drag across information.

selection
The information affected by the next command. The selection is usually highlighted. The insertion point is also a selection.

Shift-click
A technique that allows you to extend or shorten a selection by holding down the Shift key while you select (or deselect) something related to the current selection.



Shift key
A key that, when pressed, causes subsequently typed letters to appear in uppercase and causes the upper symbol to appear when number or symbol keys are typed.



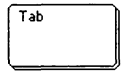
size box
A box on the bottom-right corner of some active windows that lets you resize the window.

software
Programs, or instructions for the Macintosh 512K enhanced to carry out. The Macintosh 512K enhanced reads these instructions from disks inserted into the disk drive.

startup disk
A disk that contains the system files the Macintosh 512K enhanced needs to get itself started. A startup disk must have at least a Finder and a System file. It may also contain files such as printing resources, Scrapbook, and Clipboard.

style
A stylistic variation of a font, such as italic, underline, shadow, or outline.

system file
A file the Macintosh 512K enhanced uses to start itself up or to provide system-wide information. Although system files are represented by icons just as documents and applications are, they can't be opened in the usual way. You can, however, alter the contents of system files. For example, you can use the Font/DA Mover to change the contents of the System file or change the contents of the Scrapbook or Note Pad files by using those desk accessories. See also *startup disk*.



Tab key
A key that, when pressed, moves the insertion point to the next tab marker or, in a dialog box with more than one place to enter information, to the next rectangle.

title bar
The horizontal bar at the top of a window that shows the name of the window's contents and lets you move the window.

utility program
A special-purpose application that usually alters a system file. Examples are the Font/DA Mover and the Installer.

window
The area that displays information on the desktop. You view documents through a window. You can open or close a window, move it around on the desktop, and sometimes change its size, edit its contents, and scroll through it.



zoom box
The small box on the right side of the title bar of some windows. Clicking the zoom box expands a window to its maximum size. Clicking it again returns the window to its original size.

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